

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## AGENDA NOVEMBER 7, 2017

**Nancy Crawford, Chair**  
Trustee Ward 12

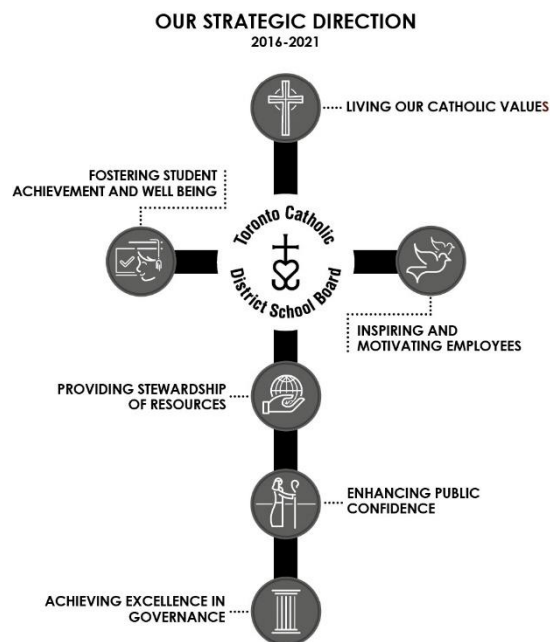
**Ann Andrachuk, Vice Chair**  
Trustee Ward 2

**Jo-Ann Davis**  
Trustee Ward 9

**Maria Rizzo**  
Trustee Ward 5

**Angela Kennedy**  
Ex-Officio

**Frank D'Amico**  
Ex-Officio



### MISSION

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

### VISION

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

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293  
Asst. Recording Secretary: Karen Eastburn, 416-222-8282 Ext. 2298

**Rory McGuckin**  
Director of Education

**Angela Kennedy**  
Chair of the Board

## TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

- A. Ensuring that governance structures, policies, protocols, processes and performance metrics:
  - a. advance the vision of the TCDSB, rooted in Catholic values and teachings.
  - b. support the achievement of our Multi-Year Plan.
  - c. conform to best practices.
  - d. provide strategic cohesion and consistency.
  - e. comply with the Education Act and other pertinent legislation.
- B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.
- C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.
- D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.
- E. Ensuring ongoing governance reviews of the Board.
- F. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

## **OUR MISSION**

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# **AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE**

## **PUBLIC SESSION**

**Nancy Crawford, Chair**

**Ann Andrachuk, Vice Chair**

Tuesday, November 7, 2017

7:00 P.M.

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Pages

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes of the Meeting held October 10, 2017  
for Public Session. 1 - 11
7. Delegations
8. Presentation
9. Notices of Motion
10. Consent and Review
11. Unfinished Business
12. Matters referred or deferred

### **13. Staff Reports**

13.a	Update to Negotiation Procedures Policy (H.M.39)	12 - 19
13.b	Update to Athletic Activities within the Physical Health and Education Programs (S.P 07)	20 - 25
13.c	Update to Driver Education Programs Policy (S.P. 08)	26 - 32
13.d	Recommendation to Rescind Credit Courses Outside Of Canada Policy (S.P.11)	33 - 38
13.e	Update to Rental of Surplus School Space and Properties Policies (B.R.01, B.R.03, B.R.04)	39 - 47
13.f	SchoolConnects for Elementary Schools	48 - 56

### **14. Listing of Communications**

### **15. Inquiries and Miscellaneous**

### **16. Updating of Pending List** 57

### **17. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE  
GOVERNANCE AND POLICY COMMITTEE  
TUESDAY, OCTOBER 10, 2017**

**PUBLIC SESSION**

**PRESENT:**

**Trustees:**

N. Crawford, Chair  
A. Andrachuk, Vice-Chair  
A. Kennedy  
M. Rizzo

**Staff:**

R. McGuckin  
P. Matthews  
C. Kavanagh  
P. Aguiar  
P. De Cock  
C. Fernandes  
J. Yan

S. Harris, Recording Secretary  
K. Eastburn, Assistant Recording Secretary

**3. Roll Call & Apologies**

Apologies were received on behalf of Trustees D'Amico and Davis.

**4. Approval of the Agenda**

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that the Agenda be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Motion to approve the Agenda was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that the Minutes of the Regular Meeting held September 12, 2017 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Motion was declared

CARRIED

## **12. Matters referred or deferred**

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

### **12a) TCDSB Community Engagement Handbook T.07:**

1. That staff come back with a report to Board regarding CPIC's recommendations to the Community Engagement Handbook T.07, and if the recommendations are applicable to the Community Engagement Policy, a report to come to a Governance and Policy Committee meeting; and
2. The Governance and Policy Committee recommends to the Board that staff bring a separate report on the School Connects program to the November 16, 2017 Regular Board meeting.

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Motion, as amended, was declared

**CARRIED**

### 13. Staff Reports

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

- 13a) Status Update to Transportation Policies (S.T.01, 03, 04 and 05)** received and that a monthly Pending List be populated as a standing item on the Agenda and that the review of the Transportation Policies (S.T.01, 03, 04 & 05) be added to the Pending List.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk, that Item 13b) be adopted as follows:

- 13b) Acceptance of Hospitality or Gifts (H.M.33)** received and that the Acceptance of Hospitality or Gifts policy (H.M.33) provided in Appendix A be adopted.

Results of the Vote taken, as follows:

**In favour**

**Opposed**



Trustees Andrachuk  
Crawford  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk, that Item 13c) be adopted as follows:

**13c) Employee Expenses (F.M.01)** received and that the Employee Expenses policy (F.M.01) provided in Appendix A be adopted.

Time for business expired and was extended by unanimous consent for 15 minutes as per Article 12.6.

Results of the Vote taken on the Motion as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Motion was declared

CARRIED

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that the mileage rate posted in Trustee Services and Expenditure policy (T.17) be amended to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time, as required.

Results of the Vote taken on the Amendment as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that Item 11b (i), page 35, be reworded to read:

- i. A rate per kilometer *to be aligned with the Canada Revenue Agency (CRA) rate and amended from time to time, as required.*

Results of the Vote taken on the Amendment as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Rizzo

The Amendment was declared

CARRIED

Trustee Kennedy arrived at 9:00 p.m.

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

Trustee Crawford reassumed the Chair.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that the first sentence of Item 17, page 38, be deleted and that the second sentence be reworded to read as follows:

This rate will be maintained in accordance with the Broader Public Sector Expenses Directive, and amended from time to time, as required.

Results of the Vote taken on the Amendment as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that the following additional changes be made:

1. Page 36 – Item g – Delete all wording after *taxis* and up to item iv. such that the sentence would read as follows:
  - g. Reasonable gratuities for porter, hotel room services and taxis.
  - i. The following will not be reimbursed:

2. Page 38 - Delete Item 13;
3. Page 36 – Item d, first sentence, delete *at the government rate*, such that the sentence would read as follows:

Standard hotel accommodation with prior approval.

4. Language to be consistent regarding Regulations and elimination of unnecessary or too detailed information.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Kennedy, that the Governance and Policy Committee recommend to the Board the adoption of the Employee Expenses policy (F.M.01), as amended.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Motion, as amended, was declared

CARRIED

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

**13d) Update to Use of School Facilities in Emergency Situations (B.R.06)**  
received and that the Committee recommend to the Board that the Use of School Facilities in Emergency Situations policy (B.R.06) provided in Appendix A be adopted.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 13e) be adopted as follows:

- 13e) Emergency School Closure (A.16)** received and that the Committee recommend to the Board that the Emergency School Closure policy (B.R.06) provided in Appendix A be adopted.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Motion was declared

CARRIED

**17. Adjournment**

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the meeting adjourn.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy  
Rizzo

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO NEGOTIATION PROCEDURES POLICY  
(H.M.39)

*All the ways of a man are pure in his own eyes, but the Lord weighs the spirit.  
Proverbs 16:2*

Created, Draft	First Tabling	Review
October 31, 2017	November 7, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

A. Sangiorgio  
Associate Director  
of Planning and Facilities

T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Negotiation Procedures policy (H.M.39) to reflect recent changes to the structure of collective bargaining subsequent to the introduction of Bill 122, *School Boards Collective Bargaining Act*.

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

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.

## **C. BACKGROUND**

This policy was approved at the March 5, 2008 Board. It has not been reviewed since.

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

1. On April 9, 2014, Bill 122, School Boards Collective Bargaining Act (SBCBA), received Royal Assent.
2. The SBCBA overhauled the bargaining framework for school boards in Ontario, namely introducing the concept of central bargaining in addition to local bargaining.
3. With the changes introduced, the responsibilities of the Board of Trustees also evolved in respect its role in central and local collective bargaining. The policy has been updated to reflect these changes.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff as well as the Employee Relations department.

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

**F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

The updated policy as approved will be posted on the TCDSB policy register.

**G. STAFF RECOMMENDATION**

Staff recommend that the Negotiation Procedures policy (H.M.39) provided in APPENDIX A be adopted.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** NEGOTIATION PROCEDURES  
**POLICY NO:** H.M. 39

<b>Date Approved:</b> March 5, 2008- Board	<b>Date of Next Review:</b> November 2022	<b>Dates of Amendments:</b> November 16, 2017
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**Cross References:**

*School Boards Collective Bargaining Act, 2014*

*Labour Relations Act, 1995*

**Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities**

(<http://cge.ontarioschoolTrustees.org/en/collective-bargaining.html>) (OPSBA)

**Catholic Trustee Modules: Good Governance for School Boards**  
(OCSTA/OESC)

**Appendix**

**Purpose:**

**This policy outlines roles and responsibilities regarding collective bargaining negotiation procedures at the Toronto Catholic District School Board.**

**Scope and Responsibility:**

**This policy applies to Trustees, the Director of Education and all board staff who prepare for and participate in collective bargaining negotiations with unions or associations representing current staff. The Director of Education is responsible for this policy.**

**Alignment with MYSP:**

**Living Our Catholic Values**

**Strengthening Public Confidence**

**Achieving Excellence in Governance**



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: NEGOTIATION PROCEDURES**  
**POLICY NO: H.M. 39**

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

**Policy:**

The Toronto Catholic District School Board recognizes the need to maintain practices that reflect the leadership role of the Catholic Trustee. Due to the significant impact on budget and the ensuing human resource management implications, it is essential that all Trustees be involved in the decision making process in regards to contract negotiations.

**Regulations:**

1. The Director of Education will inform the Board of impending negotiations.
2. The Director of Education will prepare a recommendation for the Board's consideration containing budgetary implications, impact of operations, improvements, savings, rationale, etc.
3. Matters may be referred to a Bargaining Committee or Working Group as determined by the Board from time to time.
4. The Board, as a whole, will deliberate any administrative recommendation(s) and, from its findings, formulate the parameters for the ensuing negotiations.
5. The Board will instruct the Director of Education to proceed with negotiations based on the understanding that staff must return to the Board for further instruction if these parameters are not reached and a settlement remains unlikely.



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: NEGOTIATION PROCEDURES**  
**POLICY NO: H.M. 39**

6. Administration is expected to keep the Board informed of its progress at subsequent and/or special Board meetings.

~~7. Trustees may be members of negotiations between different groups as determined by the Board.~~

**7. The Roles and Responsibilities of the Board of Trustees include:**

- a. Bring the concerns of the Board to the attention of the employer bargaining agency for the purposes of developing a central mandate;**
- b. Participate in the ratification process of central terms;**
- c. Approve/modify the local bargaining mandate;**
- d. Ratify settlements of locally negotiated terms and conditions of the Board's agreements;**
- e. Authorize lockouts at the local tier; and**
- f. Pay any fees required by the Minister to a school board/Trustees' association that represents the school board as the employer bargaining agency.**

**8. The roles and responsibilities of individual Trustees include:**

- a. Bring forward to their respective Boards of Trustees the concerns of parents, students, and supporters of the Board with respect to collective bargaining;**
- b. Participate in the decision-making process of the local Board; and**
- c. Uphold the implementation of any Board resolution after it is passed by the Board.**



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: NEGOTIATION PROCEDURES**  
**POLICY NO: H.M. 39**

**9. The roles and responsibilities of the Director of Education include:**

- a. Participate in developing recommendations for issues to be included in the central mandate to be considered by the local Board;**
- b. Develop the local bargaining mandate for approval by the local Board;**
- c. Bargain in good faith and make every reasonable effort to agree upon local terms with local bargaining units; and**
- d. Implement the terms and conditions of the collective agreement including both central and local terms.**



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: NEGOTIATION PROCEDURES**  
**POLICY NO: H.M. 39**

**Evaluation and Metrics:**

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

**The Director provides regular updates to the Board of Trustees as required during rounds of collective bargaining negotiations.**



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## UPDATE TO ATHLETIC ACTIVITIES WITHIN THE PHYSICAL HEALTH AND EDUCATION PROGRAMS (S.P 07)

*Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. Corinthians 6 19:20*

**Created, Draft**

October 30, 2017

**First Tabling**

November 7, 2017

**Review**

Peter Aguiar, Superintendent of Education and Student Well-Being, Area 4  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

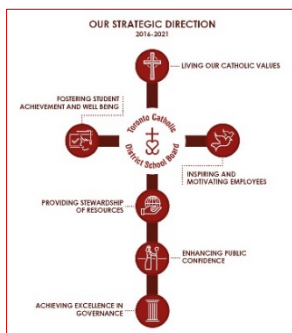
**RECOMMENDATION REPORT****Vision:**

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Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

A. Sangiorgio  
Associate Director  
of Planning and Facilities

T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Athletic Activities Within the Physical and Health Education Programs Policy (S.P. 07) to reflect changes in Board staffing, revisions to the Ontario Physical Education Safety Guidelines as managed by the Ontario Physical and Health Education Association (OPHEA) and to reformat in meta policy format.

The report also recommends replacing the word “Athletic” with “Physical” in the title of the policy. This will ensure that the policy apply to all physical activities within the Physical and Health Education Programs and not just organized team sports or extracurricular activity.

*The cumulative staff time required to prepare this report was 5 hours*

## **B. PURPOSE**

1. This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Athletic Activities Within the Physical and Health Education Programs Policy (S.P. 07) was approved at the February 2, 2007 Board and has not been revised since.
2. The Ontario Physical Education Safety Guidelines as managed by the Ontario Physical and Health Education Association (OPHEA) are now revised yearly and published every September on the OHEA website.
3. The OPHEA guidelines now make reference to “the minimum standards for risk management practice” in Ontario school boards.
4. The position of Health, Physical and Outdoor Education Program Coordinator referenced in the policy was eliminated in 2016

## **D. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by local school principals and area superintendents.

2. Further reports will be brought to Board if significant changes are made to OPHEA Guidelines and in accordance with the policy review schedule.

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

1. The updated policy will be communicated to all TCDSB stakeholders in the wider TCDSB community.
2. The Communications Department will ensure the message is sent to all relevant stakeholders

#### **F. STAFF RECOMMENDATION**

Staff recommend that the Physical Activities Within the Physical and Health Education Programs Policy (S.P. 07) provided in APPENDIX A be adopted.



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** PROGRAMS  
**POLICY NAME:** **ATHLETIC PHYSICAL ACTIVITIES  
WITHIN THE PHYSICAL AND HEALTH  
EDUCATION PROGRAMS**  
**POLICY NO:** S.P.07

<b>Date Approved:</b> February 21, 2007	<b>Date of Next Review:</b> November 2022	<b>Dates of Amendments:</b> November 16, 2017
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**Cross References:**

The Ontario Physical Education Safety Guidelines as managed by the Ontario Physical and Health Education Association (<http://safety.ophea.net/>)

**Appendix**

**Purpose:**

The Toronto Catholic District School Board recognizes the importance of all physical activities and the role that they play in maintaining each child's growth and well-being. Board personnel endeavor to serve the diverse needs of all members of the Catholic school community in this regard with a heightened sensitivity to safety. Staff follow the lead of OPHEA that manages the Ontario Physical Education Safety Guidelines which represent the minimum standards for risk management practice in Ontario school boards.

**Scope and Responsibility:**

Teachers and board staff design athletic activities within the physical and health education programs with a sensitivity to engagement and safety. They follow all relevant safety recommendations as outlined by OPHEA guidelines which are communicated to them via the principal.

The Director of Education is responsible for the implementation of this program in alignment with the Multi Year Strategic Plan.



POLICY SECTION: STUDENTS  
SUB-SECTION: PROGRAMS  
POLICY NAME: **ATHLETIC PHYSICAL ACTIVITIES  
WITHIN THE PHYSICAL AND HEALTH  
EDUCATION PROGRAMS**  
POLICY NO: S.P.07

**Alignment with MYSP:**

**Living Our Catholic Values**

**Strengthening Public Confidence**

**Fostering Student Achievement and Well-Being**

**Providing Stewardship of Resources**

### **Policy:**

An important aspect in establishing programs that are safe for both students and staff is recognizing that there is **All athletic activities (those incorporated into Health Education Programs and those used for Daily Physical Activity (DPA)) involve an element of risk. in all physical activity and to take action accordingly.** An important aspect in designing and implementing these programs is the task of ensuring that activities are safe for both students and staff. While participation in certain higher risk activities will entail a voluntary assumption of risk on the part of the student, it is understood that the teacher and other staff supervisors will follow the Ontario Safety Guidelines and use professional judgment and discretion in selecting the appropriate athletic activities designed to meet curriculum objectives. By implementing safe instructional practices as well as inclusion of age appropriate activities in program preparations, planning and daily teaching the teacher will guard against foreseeable risks. At times, it may be necessary to adapt activities to accommodate different ability levels and the unique learning styles of participants.

It is the policy of the Board that physical activities in the Physical and Health Education program of our schools will be in accordance with current Ontario Safety Guidelines for Physical Education published by the Ontario Physical and Health Education Association published by OPHEA. These guidelines are updated on an annual basis every September and are available on the OPHEA website.



POLICY SECTION: STUDENTS  
SUB-SECTION: PROGRAMS  
POLICY NAME: **ATHLETIC PHYSICAL ACTIVITIES  
WITHIN THE PHYSICAL AND HEALTH  
EDUCATION PROGRAMS**  
POLICY NO: S.P.07

### Regulations:

1. Only recommended or approved activities **listed** in the appropriate **current OPHEA safety** guidelines may be considered subject to the minimum guidelines listed.
2. Activities not **listed** recommended in **the current OPHEA safety guidelines** shall not be used without express written permission from the Program Coordinator and local School **Central Program** Superintendents.
3. Activities ~~Not Allowed within~~ **in the current OPHEA safety** guidelines should not be part of the program.
4. ~~Participation in any activity not listed in the guidelines would require written permission of the Program Coordinator and local Superintendent.~~
5. ~~Exemptions from this policy would require written permission of the Program Coordinator and local Superintendent.~~

### Definitions:

**OPHEA - Ontario Physical and Health Education Association**

### Evaluation and Metrics:

**The effectiveness of this policy will be determined by gauging feedback from principals through scheduled principal meetings and tracking incident reports at the board level.**



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO DRIVER EDUCATION PROGRAMS  
POLICY S.P. 08

*The Child continued to grow and become strong, increasing in wisdom;  
and the grace of God was upon Him. Luke 2:40*

## Created, Draft

October 30, 2017

## First Tabling

November 7, 2017

## Review

Peter Aguiar, Superintendent of Education and Student Well-Being, Area 4  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

## RECOMMENDATION REPORT

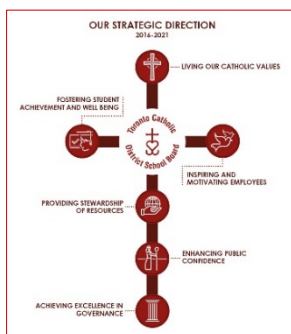
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T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Driver Education Programs Policy (S.P. 08) to incorporate changes to the Ontario Ministry of Transportation Beginner Driver Education Program and to reformat in meta policy format.

*The cumulative staff time required to prepare this report was 6 hours*

## **B. PURPOSE**

1. This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Driver Education Programs Policy (S.P. 08) was approved on March 30, 1995 and has not been revised or amended since.
2. Effective September 2007, all driving schools offering Beginner Driver Education were regulated to ensure compliance with provincial standards.
3. New Driver Education curriculum standards were introduced on April 17, 2008.
4. The Ministry of Transportation now maintains a publically accessible list of Government-approved driving schools.

## **D. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board if there are any significant changes to the Ontario New Driver Education Program and in accordance with the policy review schedule.
3. When more than one certified Ontario Ministry of Transportation Beginner Driver Education Program applies to deliver a program at a secondary school, it will be chosen according to a competitive process in compliance with the Broader Public Services Procurement Guidelines.

4. In schools with a Beginner Driver Education Program in Place, the Student Council will engage students enrolled to measure student satisfaction with the program. The student council will report their findings to the school Principal.

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

1. The updated policy will be communicated to all TCDSB stakeholders in the wider TCDSB community.
2. The Communications Department will ensure the message is sent to all relevant stakeholders

#### **F. STAFF RECOMMENDATION**

Staff recommend that the Driver Education Programs Policy (S.P. 08) provided in APPENDIX A be adopted.





**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** PROGRAMS  
**POLICY NAME:** DRIVER EDUCATION PROGRAM  
**POLICY NO:** S.P. 08

<b>Date Approved:</b> March 30, 1995	<b>Date of Next</b> <b>November 2022</b>	<b>Dates of Amendments:</b> <b>November 16, 2017</b>
<b>Cross References:</b> <b>Ontario Ministry of Transportation: Government Approved Driving Schools</b> <b>Ontario Ministry of Transportation: Beginner Driver Education – New Curriculum Standards</b> <b>O. Reg. 473/07: Licenses for Driving Instructors and Driving Schools - Highway Traffic Act, R.S.O. 1990, c. H.8</b> <b>Broader Public Sector (BPS) Procurement Guideline for Publicly Funded Organizations in Ontario</b>		
<b>Appendix</b>		

**Purpose:**

**The purpose of this policy is to provide regulations on the hosting of Driver Education Programs in secondary schools.**

**Scope and Responsibility:**

**This policy applies to any Secondary School Principal hosting a Driver's Education Program in their school. The Director is responsible for this policy.**

**Alignment with MYSP:**

**Strengthening Public Confidence**

**Fostering Student Achievement and Well-Being**

**Providing Stewardship of Resources**



POLICY SECTION:	STUDENTS
SUB-SECTION:	PROGRAMS
POLICY NAME:	DRIVER EDUCATION PROGRAM
POLICY NO:	S.P. 08

### Policy:

The Toronto Catholic District School Board recognizes the importance of Driver Education Programs and endeavours to support the programs where sufficient interest exists.

### Regulations:

1. ~~Secondary school principals may select a driver education program for their school from a list of approved companies provided by the Purchasing Department.~~ **Secondary school principals may select an Ontario Ministry of Transportation certified beginner driver education program for their school in which students of the school may attend.**
2. ~~In all instances the best program at the lowest cost will be offered to students.~~
  - a. ~~In order to determine the best programs the Board requires annual submissions from private driver education schools detailing:~~
    - i. ~~Costs~~
    - ii. ~~instructor qualifications~~
    - iii. ~~level of supervisor~~
    - iv. ~~course content~~
    - v. ~~letter of liability~~
    - vi. ~~number of students per car~~
  - b. ~~A list of approved driver education schools will be circulated by the Purchasing Department to secondary school principals for their selection.~~
  - c. ~~The Board will be notified of selected driver education programs chosen by secondary schools and will be updated annually on the effectiveness of such programs.~~

**Where more than one Ontario Ministry of Transportation certified Beginner Driver Education Program applies to host a program in a school, the Principal, in cooperation with the Material Management Department, will choose a program based on a competitive process in compliance with the BPS Procurement Guidelines.**



**POLICY SECTION: STUDENTS**  
**SUB-SECTION: PROGRAMS**  
**POLICY NAME: DRIVER EDUCATION PROGRAM**  
**POLICY NO: S.P. 08**

3. Driver education programs will be undertaken only under a signed agreement between the parent/guardian/student and the driver education company. Principals will notify parents/guardians/students of the limitations of the school's involvement and responsibility in the program.
4. Driver education companies will ensure that:
  - a. Advertising flyers, etc. used by driver education companies to solicit TCDSB students state clearly that the program is not part of the school's curriculum and that the Board is in no way responsible for the program.
  - b. Contractual arrangements made between them and the parent/guardian/student will be disclosed to the principal of the school where the program is offered.
5. School principals will make provisions for the delivery of the program by the driver education company outside of regular school hours.
  - a. Driver education companies must apply for a school permit in order to conduct the classroom component of their programs.
  - b. Pending approval of the permit, available space will be allocated for the classroom component of the program.
6. All monies accruing to the benefit of the school resulting from the driver education program will be utilized towards students' needs such as:
  - a. school lunches
  - b. uniforms
  - c. awards program
  - d. school related activities
7. Each secondary school may offer one driver education program per semester.



**POLICY SECTION: STUDENTS**  
**SUB-SECTION: PROGRAMS**  
**POLICY NAME: DRIVER EDUCATION PROGRAM**  
**POLICY NO: S.P. 08**

**Definitions:**

**Ontario Ministry of Transportation certified beginner driver education program:** The Ontario Ministry of Transportation maintains a list of certified driver education programs on their website. These programs offer government-approved courses which meet curriculum standards introduced on April 17, 2008

**Evaluation and Metrics:**

**All beginner driver education programs in our secondary schools will be Ontario Ministry of Transportation certified and provide the best value for our students.**

APPENDIX A



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEERECOMMENDATION TO RESCIND CREDIT  
COURSES OUTSIDE OF CANADA POLICY S.P.11

*If I rise on the wings of the dawn, if I settle on the far side of the sea, even there your hand will guide me, your right hand will hold me fast. Psalm 139:9-10*

## Created, Draft

October 30, 2017

## First Tabling

November 7, 2017

## Review

Peter Aguiar, Superintendent of Education and Student Well-Being, Area 4  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

## RECOMMENDATION REPORT

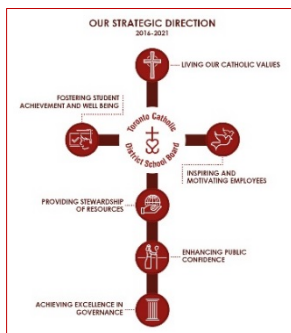
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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

A. Sangiorgio  
Associate Director  
of Planning and Facilities

T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The current Credit Courses Outside of Canada Policy (S.P. 11) was created in 1988 and has not been revised since 1992. Since then there have been significant changes to the Ontario Curriculum and to how credit courses outside of Canada are chosen and delivered.

All credit courses delivered outside of Canada are currently approved, delivered and administered by the Continuing Education Department.

*The cumulative staff time required to prepare this report was 5 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends a policy be rescinded.

## **C. BACKGROUND**

1. The Credit Courses Outside of Canada Policy (S.P. 11) was approved at the March 17, 1988 Board and revised at the November 19, 1992 Board. There have been no further revisions.
2. Since the last revision to the policy there have been numerous changes in Ontario curriculum including the addition of Interdisciplinary Studies, introduced in 2002. Interdisciplinary Studies allows for greater flexibility in the delivery of credits or partial credits outside of Canada.
3. Since the last revision to the policy there have also been great advances in technology which allows for even flexibility in the delivery of credits outside of Canada.
4. The practice for approving, delivering and administering credit courses outside of Canada has evolved.
5. All credits delivery, either fully or partially delivered outside of Canada, is currently administered through the Continuing Education Department. These credits are delivered according to one of the following models:
  - a) Summer School: 3-4 weeks outside of Canada experience.  
Students from various high schools combine to create the class.
  - b) Central: 1 week outside of Canada during March break or Christmas break combined with evening or weekend instruction

- before and after leaving Canada. Students from various high schools combine to create a class.
- c) School: 1 week out of Canada during March break or Christmas break combined with evening or weekend instruction before and after leaving Canada. Students from one school or pairing of schools combine to create a class.
  - d) Semester: first semester 4 credit program
6. Proposals to teach credit courses outside of Canada are reviewed and approved by the Program Coordinator for Continuing Education and the Superintendent in charge of the department. All credits delivered adhere to the Ontario Curriculum.
  7. The credits associated with models 5a, b and c listed above are usually, but not exclusively, Grade 11 or 12 Interdisciplinary Studies. The hours for these course is divided into three sections, prior to departure, during the excursion and post excursion.
  8. All credits delivered outside of Canada must follow the guidelines outlined in the TCDSB Excursion Handbook. The international travel excursion package must be completed by the staff and administration overseeing the credit. This package must be approved by the Director's Office.

## **D. METRICS AND ACCOUNTABILITY**

1. The Continuing Education Department is responsible for administering and overseeing all credit course delivery outside of Canada.
2. All programs offering credit delivery outside of Canada must adhere to the current TCDSB Excursion Handbook.
3. The Director's office must approve all credit delivery outside of Canada.

## **E. STAFF RECOMMENDATION**

1. The regulations in the Credit Courses Outside of Canada Policy (S.P. 11) have been incorporated into the regular operations of the Continuing Education Department or are no longer relevant.
2. Staff recommends that the Credit Courses Outside of Canada Policy (S.P. 11) provided in APPENDIX A be rescinded.
3. Staff recommends that the procedures currently in use by the Continuing Education Department to approve, deliver and administer credit courses outside of Canada be posted on the Department's Intranet site.



**TCDSB Policy Register**  
**Credit Courses Outside Canada S.P.11**

**Policy**

The Toronto Catholic District School Board supports the offering of summer credit courses outside Canada.

**Regulations:**

1. The Director of Education shall appoint a steering committee, including up to two Board appointed Trustees, yearly with the following mandate:
  - a) to discern the need for credit courses outside Canada and invite submissions from interested organizing parties to assist the Toronto Catholic District School Board in the delivery of these programs;
  - b) to review the proposals from organizing parties to offer credit courses and recommend approval of suitable submissions to the Board; and
  - c) to monitor proposals which are approved.
2. All arrangements with respect to summer credit courses outside Canada must conform to Ministry of Education regulations and Toronto Catholic District School Board guidelines.
3. All credit courses delivered outside Canada shall have a minimum of one week (thirty hours) of in-class instruction in Toronto.
4. All excursions and field trips must be in keeping with the stated educational aims and objectives of the courses as outlined in the courses of study and will form a requirement of the course hours.
5. Students are eligible for the credit program if they are enrolled in a secondary school at time of application and if their applications are supported by a recommendation from their secondary school principal.
6. A student code of behaviour shall be published and discussed with participating students and parents.
7. The selection of teachers and appointment of the principal shall be the responsibility of the Director.
8. Selected teachers shall be responsible for the supervision of students as in any other excursion or field trip.
9. Teachers shall be paid the appropriate summer school rate but shall not be expected to incur additional costs for air fare, accommodation, meals and transportation.
10. Where an on-site inspection of accommodation, menu and facilities is required, the full costs of such inspection shall be borne by the organizing group.

11. On-site supervision of students, staff and program, if required, shall be the responsibility of a Toronto Catholic District School Board supervisory officer as determined by the Director.

BM p 646, 19 Nov 92; BM p 76, 17 Mar 88.

APPENDIX A



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

UPDATE TO RENTAL OF SURPLUS SCHOOL SPACE  
AND PROPERTIES POLICIES (B.R.01, B.R.03, B.R.04)

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

Created, Draft	First Tabling	Review
October 24, 2017	November 7, 2017	

J. Volek, Acting Comptroller of Planning and Development  
M. Loberto, Sr. Coordinator of Development Services  
J. Howley, Supervisor of Planning Services

RECOMMENDATION REPORT

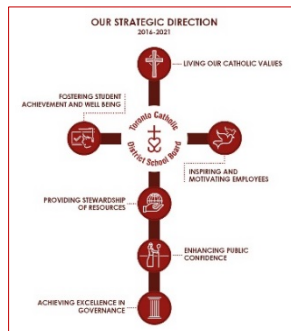
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T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## A. EXECUTIVE SUMMARY

This report recommends that the existing *Rental of Properties B.R.03*; and *Rental of School Accommodation B.R.04* policies be rescinded due to redundancies already outlined in the Education Act and Ontario Regulations.

Additionally, that *Rental of Surplus School Space B.R.01* be amended and updated in meta policy format to reflect updated legislation and operational procedures and the change name of the policy to *Rental of Surplus School Space and Properties B.R.01*.

*The cumulative staff time required to prepare this report was 11 hours*

## B. PURPOSE

This recommendation report is on the Order Paper of the Governance & Policy Committee as it recommends a Policy revision.

## C. BACKGROUND

1. The Toronto Catholic District School Board (TCDSB) approved the following Real Property policies:

Policy #	Policy Title	Board Approval and/or Last Revision Date
B.R.01	Rental of Surplus School Space	September 2006
B.R.03	Rental of Properties	June 1986
B.R.04	Rental of School Accommodation	June 1986

For more detail on the policies listed above, refer to *Appendix 'A'*.

## D. EVIDENCE/RESEARCH/ANALYSIS

Due primarily to education legislative and funding changes since the time of policy approvals, particularly to *Ontario Regulation. 444/98: Disposition of Surplus Real Property*, as well as the reality that these policies have not been amended in 31 years (B.R.03 and B.R.04) and 11 years (B.R.01), these policies require an amendment, consolidation, and update into current meta policy format.

### **Rental of Surplus School Space (B.R.01):**

1. The *Rental of Surplus School Space* policy, approved in September 2006, requires that Toronto Catholic District School Board facilities shall be leased, where feasible, at fair market value with the exception of the outside agencies which shall be charged a rental rate equivalent to the Board's last fiscal period average Pupil Accommodation Grant (PAG) operating and renewal costs per square foot, including custodial maintenance, utilities, administration and insurance, which may be reviewed and adjusted annually.
2. Staff recommend that this policy be amended based on the following reasons:
  - The current policy is not in meta policy format and requires updates to align with current practice.
  - On June 6<sup>th</sup> 2017, leasing unit rates were updated to an occupancy cost recovery rate that includes deferred maintenance for charitable organizations.
  - Previous rates were based on the Pupil Accommodation Grant (which no longer exists) divided by the total square footage of the Board facilities which resulted in an under-recovery of costs.
  - All Board lease agreements, shared or otherwise, are dealt with on a case-by-case basis and subject to Board approval.
  - The leasing of surplus school space is governed by *Ontario Regulation 444/98; Disposition of Surplus Real Property*; Made under the *Education Act*.
3. *Rental of Properties B.R.03* approved in June 1986, states that residential properties acquired for a new school site or the expansion of an existing school site which cannot be demolished immediately, may be rented on a month-to-month basis.

4. *Rental of School Accommodation B.R.04* approved in June 1986, states that when the TCDSB is unable to conduct an approved educational program within its present plant, suitable accommodation may be rented.
5. Staff recommends that these policies be rescinded based on the following reasons:
  - All Board lease agreements, shared or otherwise, are dealt with on a case-by-case basis and subject to Board approval.
  - These policies are obsolete due to already defined process requirements outlined in the Education Act and Ontario Regulations.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored jointly by Policy Development and Development Services staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

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

The updated policy as approved will be posted on the TCDSB policy register.

## **G. STAFF RECOMMENDATION**

1. That the Board rescind the following Real Property policies:
  - a. *Rental of Properties (B.R.03)*.
  - b. *Rental of School Accommodation (B.R.04)*.
2. That the amended policy *Rental of Surplus School Space & Properties (B.R.01)* be approved, as outlined in *Appendix 'B'*.

## Rental Of Surplus School Space B.R.01

<b>Date Approved:</b> September 20, 2006 – Board	<b>Dates of Amendment:</b> BM p. 177 June 1998, BM p 95, 16 Jan 97; BM p 112, 20 Jan 94; BM, 21 Jul 88; BM p 126, 19 Jun 86; BM p 182, Jan 83; BM p 904, Aug 80; BM p 938, Sep 80; BM p 110, Dec 80.
<b>Cross Reference:</b>	

### Policy:

1. The Toronto Catholic District School Board may lease, licence or otherwise make available surplus school space which has been declared surplus to the educational needs of the Board.
2. Surplus school space available for lease shall be circulated first to the coterminous school boards and preferred agencies in accordance with Ontario Regulation 444/98; Disposition of Surplus Real Property.
3. The Toronto Catholic District School Board reserves the right to reject any applications and applicants whose goals or activities are incompatible with the teachings of the Catholic Church.
4. For greater certainty the Toronto Catholic District School Board reserves the right to reject any applications, for any reason whatsoever, without limiting the generality of the foregoing, including any applications the Board considers incompatible with the educational and fiscal objectives of the Board.

### Regulations:

1. Outside agencies leasing surplus space in a Toronto Catholic District School Board facility shall pay a rental fee.
2. Toronto Catholic District School Board facilities shall be leased, where feasible, at fair market value with the exception of the following categories of outside agencies which shall be charged a rental rate equivalent to the Board's last fiscal period average PAG operating and renewal costs per square foot, including custodial, maintenance, utilities, administration and insurance, which may be reviewed and adjusted annually:
  - Catholic Church
  - Non-Profit Child Care
  - Non-Profit Charitable Organization
3. Non-Profit Before and After School programs shall operate under a 10 month, self-renewing Licence Agreement. The Licence Fee may be reviewed and adjusted annually.
4. All Lease and Licence Agreements are subject to Toronto Catholic District School Board approval.

## Rental Of Properties B.R.03

### Policy

Residential properties acquired for a new school site or the expansion of an existing school site which cannot be demolished immediately may be rented on a month-to-month basis.

### Regulations:

1. Properties may be rented to tenants on the following priority basis:
  - a) separate school supporters with dependents;
  - b) separate school supporters.
2. a) The rental rate for newly acquired and not previously rented properties will be the current market value unless otherwise approved by the Board.

b) The tenants will be responsible for the costs of the telephone rates, electricity, gas, heat, water and all other service charges, including general upkeep and minor repair.

c) The cost of major repairs, i.e., roof replacement, heating plant, plumbing and electrical, of the rented facilities will be the responsibility of the Board unless caused by negligence of the tenants.

3. The tenants will enter into the tenancy agreement with the Board.

4. If the property can be neither rented nor demolished, it will be properly secured, in accordance with local bylaws.

*BM p 126, 19 Jun 86; BM p 909, Aug 80.*

## **Rental Of School Accommodation B.R.04**

### **Policy**

When the TCDSB is unable to conduct an approved educational program within its present plant, suitable accommodation may be rented.

*BM p 126, 19 Jun 86; BM p 187, Feb 71.*





**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** RENTAL OF SURPLUS SCHOOL SPACE  
& PROPERTIES  
**POLICY NO:** B.R. 01

<b>Date Approved:</b> June 1986	<b>Date of Next Review:</b> November 2022	<b>Dates of Amendments:</b> November 16, 2017
------------------------------------	--	--

**Cross References:**

Ontario Regulation 444/98 – Disposition of Surplus Real Property  
Child Care Centre policy (B.R.02)

*Amending Rental of Surplus School Space (B.R.01)*

*Rescinding Rental of Properties (B.R.03) and Rental of School Accommodation  
(B.R.04)*

**Purpose:**

This policy sets out parameters for rental of surplus school space and other board properties.

**Scope and Responsibility:**

This policy applies to all Board properties and rental agreements. The Director is responsible for this policy with the support of the Development Services Department.

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence

Providing Stewardship of Resources



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** RENTAL OF SURPLUS SCHOOL SPACE  
& PROPERTIES  
**POLICY NO:** B.R. 01

### **Policy:**

The Toronto Catholic District School Board (TCDSB) may lease, licence or otherwise make available surplus school space which has been declared surplus to the educational needs of the Board. ~~Residential properties acquired for a new school site or the expansion of an existing school site which cannot be demolished immediately may be rented on a month-to-month basis. When the TCDSB is unable to conduct an approved educational program within its present plant, suitable accommodation may be rented.~~

### **Regulations:**

#### *Rental of Surplus School Space*

1. Surplus school space **and properties** available for lease shall be circulated first to the coterminous school boards and preferred agencies in accordance with *Ontario Regulation 444/98; Disposition of Surplus Real Property*.
2. The TCDSB reserves the right to reject any applications and applicants whose goals or activities are incompatible with the teachings of the Catholic Church.
3. For greater certainty the TCDSB reserves the right to reject any applications, for any reason whatsoever, without limiting the generality of the foregoing, including any applications the Board considers incompatible with the educational and fiscal objectives of the Board.
4. Outside agencies leasing surplus space in a TCDSB facility shall pay a rental fee.
5. TCDSB facilities shall be leased, where feasible, at fair market value with the exception of the following categories of outside agencies which shall be charged a **occupancy cost recovery** rental rate ~~equivalent to the Board's last fiscal period average PAG~~ which includes operating and renewal costs per square foot,



**POLICY SECTION: BUILDINGS/PLANT/GROUNDS**

**SUB-SECTION: RENTALS/PERMITS**

**POLICY NAME: RENTAL OF SURPLUS SCHOOL SPACE  
& PROPERTIES**

**POLICY NO: B.R. 01**

including custodial, maintenance, utilities, **deferred maintenance**, administration and insurance, which may be reviewed and adjusted annually:

- Catholic Church
- Non-Profit Child Care
- Non-Profit Charitable Organization

6. Non-Profit Before and After School programs shall operate under a 10 month, self-renewing Licence Agreement. The Licence Fee may be reviewed and adjusted annually.

7. All Lease and Licence Agreements are subject to ~~Toronto Catholic District School Board~~ approval.

#### **Evaluation and Metrics:**

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

**Facilities and Development Services will continue to monitor and review the policy.**



## REPORT TO

# GOVERNANCE AND POLICY COMMITTEE

## SCHOOLCONNECTS FOR ELEMENTARY SCHOOLS

“The Lord is not slow to fulfill his promise as some count slowness, but is patient toward you, not wishing that any should perish, but that all should reach repentance.”

2 Peter 3:9

Created, Draft	First Tabling	Review
November 7, 2017	November 7, 2017	<a href="#">Click here to enter a date.</a>

L. DiMarco, Superintendent of Curriculum Leadership and Innovation; ICT  
 J. Di Fonzo, Senior Coordinator, Technical Services  
 J. Brighton, Senior Coordinator, ICT Trillium/Student Services  
 P. De Cock, Comptroller of Business Services

## INFORMATION REPORT

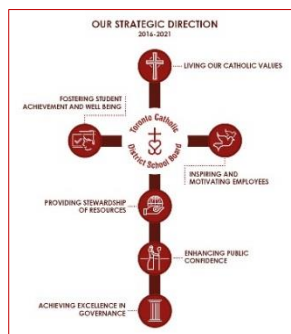
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## **A. EXECUTIVE SUMMARY**

The TCDSB currently uses SchoolConnects in the Secondary Schools. This service will be extended to Elementary Schools during this school year.

This application provides parents of TCDSB students with automated telephone, e-mail, SMS text and social media notifications regarding student absences and lates, as well as general or emergency broadcasts.

SafeArrival is a feature of SchoolConnects that is used by most Ontario school boards. SafeArrival provides a method for parents, guardians, and caregivers to communicate planned pupil absences or lateness to the school.

This report summarizes the plans and costs for the implementation of SchoolConnects, SafeArrival and CASL compliance for all schools in the TCDSB during this school year.

*The cumulative staff time required to prepare this report was 4 hours.*

## **B. PURPOSE**

1. At the September 21, 2017 regular Board meeting, the Board referred the following CPIC recommendation to the Governance and Policy Committee:  
*“To provide a report on the costs and benefits of investing in SchoolConnects e-mail at the Elementary Panel so that the parents of Elementary students can be reached by email”*
2. This report outlines the functions, features and benefits of SchoolConnects for Secondary and Elementary Schools.

## **C. BACKGROUND**

1. SchoolConnects is an innovative application that is used at the Board to inform Secondary School parents each morning and evening of student absences, skips and lates through an automated telephone call and/or e-mail. Secondary schools also use this application to send telephone, email and text bulletins or announcements to parents.

2. Since its implementation in 2003, SchoolConnects has provided Secondary School administrators a valuable tool for rapid communications to parents about school activities and serious incidents at the school or community.
3. We are extending the features and functions noted in Appendix A to the Elementary Schools. Some of the features and functions relevant to the needs of Elementary Schools are the following:
  - Quickly deliver daily attendance, special announcements, and school-wide or district-wide messages to parents, staff, and school groups. Including general, emergency, transportation, library and group/team messages.
  - Enables school administrators to very quickly send voice, email and SMS text messages to parents and/or staff, regarding any type of school or district related event.
  - Easy communication about transportation issues, weather delays, parent nights, good news stories, last minute cancellations, emergencies, and daily attendance issues.
  - Access through various devices thus reducing the hours needed to make phone calls to parents.
4. SafeArrival is an included feature that is used by most Ontario School Boards. Parents, guardians and caregivers can report a student's absence or lateness to the school via SafeArrival. This can be done prior to the students expected arrival to school. The current process requires staff at the school to listen to voice messages, or take phone calls and transcribe the information.
5. The SafeArrival option assists schools with enhancing student safety and attendance taking procedures. School boards that have implemented this option have reported being able to repurpose saved time from absence management to other important tasks.
6. Another feature included with SchoolConnects is the management of e-mail subscribers who have either opted out or opted in to receive commercial related messages to ensure compliance with CASL (Canadian Anti-spam Legislation). Compliance with CASL is federally legislated requirement.
7. The Board will be proceeding with a staged implementation:
  - A. Ensuring all Secondary Schools are CASL compliant.

- B. Consultation with the TSU Joint Technology Committee to discuss an implementation plan for SafeArrival.
- C. Implement SafeArrival for Secondary Schools
- D. Since this service is completely new to the Elementary Schools an implementation plan will need to be developed. The implementation plan for Elementary Schools will take into consideration:
  - Timing of the roll-out of these new functions and features with consideration of other initiatives (e.g., School Cash Suite, etc.)
  - Training and documentation for staff and parents
  - Consultation and communication plan
  - Phased-in roll-out plan and schedule

8. The following is a summary of the current commitments and on-going additional costs. Amounts shown are excluding taxes.

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>Total</b>
<b>Elem School - SchoolConnects</b>	\$1 500 setup	\$122 000	\$122 000	\$122 000	\$367 500
<b>Elem School - SafeArrival</b>		\$91 500	\$91 500	\$91 500	\$274 500
<b>Sec School - SchoolConnects</b>	\$60 000 (*committed)	\$60 000	\$60 000	\$60 000	\$240 000 **
<b>Sec School - Safe Arrival</b>		\$45 000	\$45 000	\$45 000	\$135 000
<b>Total</b>	\$1 500	\$318 500	\$318 500	\$318 500	\$1 015 500 **

\*This chart shows costs to be paid in addition to the already committed amount of \$60 000 for Secondary SchoolConnects (17-18).

\*\*Since there is already a commitment of \$60 000 per year for Secondary SchoolConnects going forward, the net new funds required for the SchoolConnects and SafeArrival, over the next three years is \$1 015 500 - \$240 000 = \$775 500 (or \$258 500 per year)

## **D. CONCLUDING STATEMENT**

This report is for the consideration of the Governance and Policy Committee.





# Appendix A: SchoolConnects Feature Set

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FUNCTIONALITY	INCLUDED
<b>Voice/Email/SMS Text/Social Media (Twitter)</b> multi-mode message delivery.	Yes
<b>Record Messages in Your Own Voice</b> if you choose a more personal touch.	Yes
<b>Multi-lingual</b> capability helps you reach out and communicate effectively with all ethnic groups.	Yes
<b>Extreme Speed</b> enables you to deliver messages to a large number of recipients in minutes! Ideal for broadcasting time-sensitive messages to your school community.	Yes
<b>Web Based</b> system allows all authorized persons to use SchoolConnects from anywhere.	Yes
<b>Completely Hosted by SchoolConnects</b> so there is no hardware, software, or telephone lines for the school/district to maintain	Yes
<b>Redundant, Controlled Access Data Centers</b> The hosted service call and data centers are spread out geographically, one on the west coast and one in central Canada. Each center has secure controlled access. Each also has redundant power backups (diesel/generator) that can run for at least 24 hours.	Yes
<b>Telephone Interface</b> when the Internet is not available, allowing you to initiate a message from your cell phone on the move.	Yes
<b>Address Book and Contact Lists</b> integrated with your student information system enable you to easily select message recipients.	Yes
<b>Secure, Controlled User Access</b> – every user of the service can have their own login and password and administrators can easily control the users' access level to the service.	Yes

FUNCTIONALITY	INCLUDED
<b>Delivers Multiple Messages for Same Recipient in One Call</b> – rather than potentially calling the same recipient several times on the same day, different messages are combined and delivered in one call while duplicates are eliminated.	Yes
<b>Variety of Reports</b> – SchoolConnects offers user-configurable summary and detailed reports down to individual students, phone numbers and email addresses. Users can select to <b>receive an automatic report of the delivery results by email</b> when sending out a message.	Yes
<b>Accurate Answering Machine Detection</b> allows complete and not chopped-off messages to be left on answering machines.	Yes
<b>Reusable Message Templates</b> save time when sending frequently recurring messages.	Yes
<b>Multiple Contact Points Per Student or Staff</b> help you reach parents and staff quickly and effectively at their home, business, cell phones and multiple email addresses.	Yes
<b>Do Not Call List</b> lets you easily exclude telephone numbers from receiving messages.	Yes
<b>Email Messages with Attachments</b> – ideal for sending out newsletters, permission forms, or location maps	Yes
<b>Intelligent Telephone Survey Capability</b> lets you poll your school community on a variety of topics on a regular basis and provides you the results in data format for quick viewing or further analysis. You will get much higher participation from parents than paper or web-based surveys.	Yes
<b>School Specific Caller Display</b> lets parents and staff see who the call is from.	Yes
<b>Cascade Calling</b> feature lets you call several phone numbers until a live person confirms receipt of the message, ideal for situations like having to reach parents for an unplanned early dismissal.	Yes
<b>Parent Portal</b> of SchoolConnects provides a very easy way for parents to maintain their own contact information on-line and choose where to receive different message types (e.g. Attendance vs. Emergency) – Available for District Implementations	Yes

<b>FUNCTIONALITY</b>	<b>INCLUDED</b>
<b>Built-in Help</b> in the form of on-line user manuals, FAQs and help videos are available to all users.	<b>Yes</b>
<b>Safe Arrival Solution</b> – Optional service includes inbound toll free telephone lines for reporting of absences, reporting option within the Parent Portal (web/mobile), outbound attendance telephone calls to verify unreported absences	<b>Optional</b>
<b>Text-to-Speech</b> support for several languages	<b>Yes</b>
<b>Automated Language Translation</b> support for several languages	<b>Yes</b>
<b>HTML Email</b> Tools for creating HTML email	<b>Yes</b>
<b>Mobile Version</b> to launch messages	<b>Yes</b>
<b>Long distance</b> calls included in the price	<b>Yes</b>
<b>Message Retrieval</b> – Parents, Staff can use either a toll-free # or the Web to retrieve and listen to messages previously sent	<b>Yes</b>
<b>Email Spam Blacklist Review and White-listing</b> - SchoolConnects frequently reviews email tasks sent through the hosted service to ensure that customer messages are not being blocked as Spam	<b>Yes</b>

FUNCTIONALITY	INCLUDED
<p><b>Support for Canadian Anti-Spam Legislation (CASL)</b>  SchoolConnects can help manage email subscriptions by filtering email to addresses that have not opted in to receive commercial related messages. A rich set of variables can be used to allow districts to customize their approach. Email can include a footer link so recipients can easily unsubscribe to email at any time.</p>	<p><b>Yes</b></p>

## GOVERNANCE AND POLICY COMMITTEE

### PENDING LIST TO NOVEMBER 7, 2017

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 GAP	ASAP	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy ( <b>Update to Chaplaincy Program Policy</b> )	Legal Counsel
2	June-2017 GAP	ASAP	Governance and Policy	Bring back after the Ministry of Education's Transportation report is considered ( <b>Update to Transportation Policies S.T.01, 03, 04 and 05</b> )	Legal Counsel
3	Oct-2017 GAP	ASAP	Governance and Policy	Report to Board regarding CPIC's recommendations to the <b>Community Engagement Handbook T07</b> , and if the recommendations are applicable to the Community Engagement Policy, a report to the GAP Committee meeting ( <b>TCDSB Community Engagement Handbook T07</b> )	Legal Counsel