

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

## AGENDA JANUARY 25, 2018

**Barbara Poplawski, Chair**  
Trustee Ward 11

**Maria Rizzo, Vice Chair**  
Trustee Ward 6

**Ann Andrachuk**  
Trustee Ward 2

**Patrizia Bottoni**  
Trustee Ward 4

**Nancy Crawford**  
Trustee Ward 12

**Frank D'Amico**  
Trustee Ward 6

**Rhea Carlisle**  
Student Trustee

**Jo-Ann Davis**  
Trustee Ward 9

**Michael Del Grande**  
Trustee Ward 7

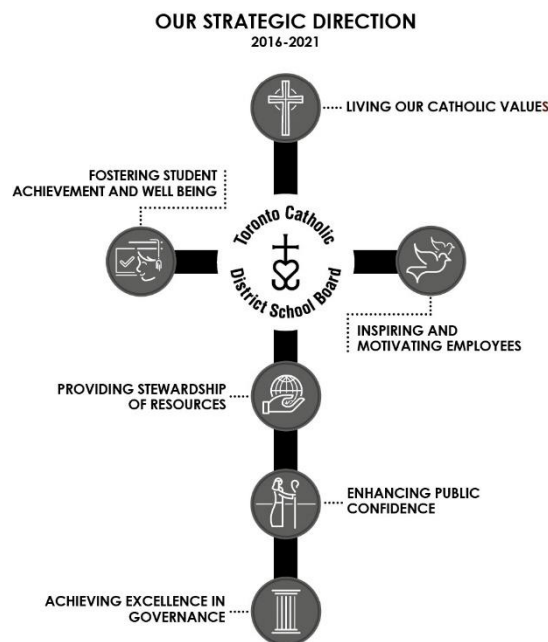
**Angela Kennedy**  
Trustee Ward 11

**Joseph Martino**  
Trustee Ward 1

**Sal Piccininni**  
Trustee Ward 3

**Garry Tanuan**  
Trustee Ward 8

**Joel Ndongmi**  
Student Trustee



### MISSION

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

### VISION

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

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

**Rory McGuckin**  
Director of Education

**Barbara Poplawski**  
Chair of the Board



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

**Barbara Poplawski, Chair**

**Maria Rizzo, Vice Chair**

Thursday, January 25, 2018

7:00 P.M.

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1. Call to Order	
2. Memorials and Opening Prayer	
3. Singing of O Canada	
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5. Approval of the Agenda	
6. Reports from Private Session	
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- 9.c Special Board (Student Achievement) December 7, 2017
- 9.d Special Board December 11, 2017
- 9.e Special Board (Corporate Services) December 13, 2017
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- 10. Presentations
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  - 10.d Public Consultation Process for the Toronto Catholic District School Board-Villa Charities Inc. Joint Venture (Maximum City/Dillon Consulting)
  - 10.e Telephone Survey regarding the Toronto Catholic District School Board-Villa Charities Inc. Joint Venture (Research etc)
- 11. Delegations
- 12. Consideration of Motions for which previous notice has been given
- 13. Unfinished Business from Previous Meetings
- 14. Matters recommended by Statutory Committees of the Board
  - 14.a Draft Minutes of the Special Education Advisory Committee Meeting held on January 10, 2018 71 - 79
  - SEAC's Recommendations to the Board:
    - 1. That a Student Trustee be appointed to be included in SEAC membership;
    - 2. That the Toronto District School Board Mental Health Advisory Committee be expanded to include representation from the Religious Education Department; and

3. That faith-based potential partners be considered for inclusion in the partnership lists in Appendices A and B on pages 95 and 96 of the SEAC January 10, 2018 Agenda (Refer Attachment)

15. Matters referred/deferred from Committees/Board
16. Reports of Officials for the Information of the Board of Trustees
  - 16.a Update Report on Safe Schools Inquiry Implementation 80 - 113
  - 16.b Financial Report, December 2017 114 - 132
17. Reports of Officials Requiring Action of the Board of Trustees
  - 17.a Report of the Governance and Policy Committee on Update to Rental of Surplus School Space and Properties Policy (B.R.01); Rescind of Rental of Properties (B.R.03) & Rental of School Accommodation (B.R.04) 133 - 140
  - 17.b Report of the Governance and Policy Committee on Rescind of Sabbatical Leave Policies (H.M.04 & H.M.05) 141 - 144
  - 17.c Report of the Governance and Policy Committee on Update to Accessibility Standards Policy (A.35) 145 - 186
  - 17.d Report of the Governance and Policy Committee on Update to Continuing Education Instructors Policy (H.M.07) 187 - 191
  - 17.e Report of the Governance and Policy Committee on Update to Development Proposals, Amendments of Official Plans and Bylaws Policy (A.18) 192 - 195
  - 17.f Report of the Governance and Policy Committee on Update to Special Education Programs Policy (S.P.01) 196 - 200
  - 17.g Report of the Governance and Policy Committee on Rescind of Credit Courses outside of Canada Policy (S.P.11) 201 - 204
  - 17.h Revised 2018 Calendar of Meetings (To Be Distributed)
18. Listing of Communications

- 19. Inquiries and Miscellaneous
- 20. Updating of Pending Items Lists
  - 20.a Annual Reports 205 - 209
  - 20.b Master Pending List 210 - 212
- 21. Closing Prayer
- 22. Adjournment



***Michael Del Grande***

***Trustee, Ward 7***

***Email: [mike.delgrande@tcdsb.org](mailto:mike.delgrande@tcdsb.org)***

***Voicemail/Fax: (416) 512-3407***

**To:** Regular Board– Thursday, January 25, 2018

**From:** Mike Del Grande – Trustee Ward 7

**Subject:** **Consideration of Motion - Reimbursement of Legal Fees**

**Whereas**, the Board may have no authority to reimburse an individual member of the Board for legal expenses incurred in relation to activity engaged in as a member of the Board: and

**Whereas**, Trustees cannot presently seek reimbursement for legal expenses related to their activities and duties as Trustees; and

**Whereas**, Trustees may or may not be reimbursed for the following that are incurred in fulfilling their responsibilities as Trustees (not personal):

Role	Issue
Trustees as Members of the Board	Legal Fees related to insurance claims, director liability or defamation
	Legal Fees for FOI requests for Trustee records
	Legal Fees for Criminal or Civil Cases when found not guilty or not liable, or Municipal conflict of interest cases where member succeeds

**Whereas**, an Indemnification Policy for Members of The Board, Management and Excluded Staff may be required for legal advice/support for both Members of the Board and Management/Excluded staff; and

**Whereas**, claims brought against Trustees for civil or defamation are presently not covered under the Boards Insurance Policies; and

**Whereas**, there is currently no Board policy that provides for reimbursement in respect of expenses incurred by Trustees when initiating a civil or defamation action; and/or defending a civil or defamation claim: and

**Whereas** a policy to cover legal actions brought on or by Members of the Board should satisfy the public interest objective of encouraging the highest standards of ethical behaviour among elected officials and protecting the reputation of the Board and its public officials.

**Therefore be it resolved** that an external legal opinion be obtained and submitted to Board on indemnifying Members of the Board and Management/Excluded staff (if not already covered) for legal advice/support on civil and defamation actions; and

**Further be it resolved** that the Ministry of Education be requested to advise the Board of their position on reimbursing legal expenses for Trustees incurred in their capacity as members of the Board.

Mike Del Grande  
Trustee Ward 7

**THE CAUCUS/INAUGURAL MEETING**  
**TORONTO CATHOLIC DISTRICT SCHOOL BOARD**  
**HELD MONDAY, NOVEMBER 27, 2017**

The meeting was called to order by the Secretary, Rory McGuckin.

**4. Roll Call and Apologies**

The Secretary called the Roll.

**Trustees:** A. Andrachuk  
P. Bottoni  
N. Crawford  
F. D'Amico  
J.A. Davis  
M. Del Grande  
A. Kennedy  
J. Martino  
S. Piccininni  
B. Poplawski  
M. Rizzo  
G. Tanuan

**Staff:** R. McGuckin  
D. Koenig  
A. Sangiorgio  
P. Matthews  
P. De Cock  
S. Campbell  
F. Cifelli  
N. D'Avella  
A. Della Morra  
G. Iuliano Marrello  
M. Puccetti  
J. Wujek



D. Yack

S. Harris, Recording Secretary

K. Eastburn, Assistant Recording Secretary

Apologies were extended on behalf of Student Trustees Carlisle and Ndongmi.

## 5. Approval of Agenda

MOVED by Trustee Martino, seconded by Trustee Davis, that the Agenda be approved with the removal of Item 10a) By-Laws Review Committee (BRC).

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Poplawski, that Nurturing our Catholic Community (NCC) replace Item 11q) Supervised Alternative Learning (SAL), already listed as Item 7b).

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Poplawski, that nominations for Item 11e) Ontario Catholic School Trustees Association (OCSTA) be removed and that nomination be referred to the March 2018 Regular Board meeting in order for the appointments to take effect at the OCSTA April 2018 Annual General Meeting.

MOVED in AMENDMENT to the AMENDMENT by Trustee Del Grande, seconded by Trustee Tanuan, that *March 2018* be replaced with *April 2018*.

Trustee Davis requested that the Question be divided.

Results of the Vote on the Removal of Item 10a) BRC, as follows:

### **In Favour**

### **Opposed**

Trustee Andrachuk  
Bottoni

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

The Motion was declared

CARRIED

Results of the Vote on the Amendment 1 to Replace Item 11q) SAL with NCC, as follows:

**In Favour**

**Opposed**

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

Amendment 1 was declared

CARRIED

Results of the Vote on Amendment 2, as follows:

**In Favour**

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

**Opposed**

Crawford  
 Davis

Amendment 2 was declared

CARRIED

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

**In Favour**

Trustees Bottoni  
 D'Amico  
 Del Grande  
 Martino  
 Tanuan

**Opposed**

Andrachuk  
 Crawford  
 Davis  
 Kennedy  
 Piccininni

Poplawski  
Rizzo

The Amendment to the Amendment was declared

LOST

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

**In Favour**

**Opposed**

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

Piccininni

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Martino, seconded by Trustee Andrachuk, that a recorded vote be used after the ballots are passed out to Trustees and that all the ballots are publicly announced.

On the vote being taken, as follows:

**In Favour**

Trustee Andrachuk  
 Bottoni  
 D'Amico  
 Davis  
 Kennedy  
 Martino  
 Poplawski  
 Rizzo  
 Tanuan

**Opposed**

Crawford  
 Del Grande  
 Piccininni

The Motion was declared

CARRIED

The Secretary advised that Associate Director of Academic Affairs, Dan Koenig, and General Legal Counsel, Paul Matthews, would act as Scrutineers.

**6. Election**

**6a) Chair of the Board for 2017-2018**

The Secretary called for nominations.

MOVED by Trustee Kennedy, seconded by Trustee Bottoni, that the name of Trustee Poplawski be placed in nomination.

**In Favour****Opposed**

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

The Motion was declared

CARRIED

Trustee Poplawski accepted the nomination.

MOVED by Trustee Martino, seconded by Trustee D'Amico, that the name of Trustee Andrachuk be placed in nomination.

**In Favour****Opposed**

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

Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Andrachuk accepted the nomination.

On the vote being taken by paper ballot, as follows:

**In Favour of Trustee Poplawski**

**In Favour of Trustee Andrachuk**

Trustees Tanuan  
Davis  
Poplawski  
Crawford  
Rizzo  
Bottoni  
Kennedy

Del Grande  
Piccininni  
Andrachuk  
Martino  
D'Amico

Trustee Poplawski was declared Chair of the Board.

**6b) Vice-Chair of the Board for 2017-2018**

The Secretary called for nominations.

MOVED by Trustee Crawford, seconded by Trustee Davis, that the name of Trustee Rizzo be placed in nomination.

**In Favour****Opposed**

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

The Motion was declared

CARRIED

Trustee Rizzo accepted the nomination.

MOVED by Trustee Andrachuk, seconded by Trustee Martino, that the name of Trustee D'Amico be placed in nomination.

**In Favour****Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 D'Amico  
 Davis  
 Del Grande  
 Kennedy  
 Martino



Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee D'Amico accepted the nomination.

Trustee Del Grande left the meeting.

**In Favour of Trustee Rizzo**

**In Favour of Trustee D'Amico**

Trustees Crawford  
 Poplawski  
 Tanuan  
 Davis  
 Kennedy  
 Bottoni  
 Rizzo

Martino  
 Andrachuk  
 Piccininni  
 D'Amico

Trustee Rizzo was declared Vice-Chair of the Board.

The Chair declared a five-minute recess.

The meeting continued with Trustee Poplawski in the Chair.

**Roll Call**

**Trustees:** A. Andrachuk  
P. Bottoni  
N. Crawford  
J.A. Davis  
A. Kennedy  
B. Poplawski  
M. Rizzo  
G. Tanuan

**Staff:** R. McGuckin  
D. Koenig  
A. Sangiorgio  
P. Matthews  
S. Campbell  
F. Cifelli  
N. D'Avella  
P. De Cock  
A. Della Morra  
G. Iuliano Marrello  
M. Puccetti  
J. Wujek  
D. Yack

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

Trustee Poplawski on behalf of the Board thanked outgoing Chair Trustee Kennedy for all her hard work throughout the years.

## **7. Appointments to Statutory Committees for 2017-2018**

### **7a) Catholic Parent Involvement Committee (CPIC) (1 Trustee, 1 Alternate)**

The Chair called for nominations.

MOVED by Trustee Rizzo, seconded by Trustee Davis, that the name of Trustee Tanuan be placed in nomination.

**In Favour**

**Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Tanuan accepted the nomination.

MOVED by Trustee Tanuan, seconded by Trustee Davis, that the name of Trustee Kennedy be placed as the Alternate.

**In Favour**

**Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Kennedy accepted the nomination.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that nominations be closed.

**In Favour**

**Opposed**

Trustee Andrachuk  
Bottoni  
Crawford  
Davis  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan will sit on CPIC, with Trustee Kennedy as the Alternate.

Trustee Piccininni arrived at 8:07 pm.

**7b) Supervised Alternative Learning (1 Trustee, 1 Alternate)**

The Chair called for nominations.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the name of Trustee Crawford be placed in nomination.

**In Favour****Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

Piccininni

The Motion was declared

CARRIED

There were no further nominations.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that nominations close.

**In Favour****Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Crawford will sit on the SAL, with Trustee Davis as the Alternate.

**8. Election of Standing Committee Chairs for 2017-2018**

**8a) Chair of the Corporate Services, Strategic Planning and Property Committee (All Trustees)**

The Chair called for nominations.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the name of Trustee Davis be placed in nomination.

**In Favour**

**Carried**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Davis accepted the nomination.

There were no further nominations.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that nominations close.

**In Favour**

**Opposed**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Davis was declared Chair of the Corporate Services, Strategic Planning and Property Committee.

**8b) Chair of the Governance and Policy Committee (4 Trustees, 2 Ex-Officio)**

The Chair called for nominations.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the name of Trustee Crawford be placed in nomination.

Trustee Crawford declined.

MOVED by Trustee Rizzo, seconded by Trustee Piccininni, that the name of Trustee Bottoni be placed in the nominations.

Trustee Bottoni declined.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the name of Trustee Andrachuk be placed in nomination.

Trustee Andrachuk declined.

MOVED by Trustee Bottoni, seconded by Trustee Andrachuk, that the name of Trustee Kennedy be placed in nomination.

Trustee Kennedy accepted.

There were no further nominations.

Trustee Kennedy was declared Chair of the Governance and Policy Committee, with Trustees Crawford, Andrachuk, and Davis as members.

**8c) Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee (All Trustees)**

The Chair called for nominations.

Trustee Kennedy nominated Trustee Crawford.

Trustee Crawford accepted.

There were no further nominations.

Trustee Piccininni left the meeting at 8:15 pm.



MOVED by Trustee Davis, seconded by Trustee Kennedy, that nominations close.

**In Favour**

**Carried**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Crawford was declared Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee.

**9. Election of Standing Committee Vice-Chairs for 2017-2018**

**9a) Vice-Chair of the Corporate Services, Strategic Planning and Property Committee (All Trustees)**

The Chair called for nominations.

MOVED by Trustee Davis, seconded by Trustee Rizzo, that the name of Trustee Tanuan be placed in nomination.

Trustee Tanuan accepted.

There were no further nominations.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that nominations close.

**In Favour**

**Carried**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Tanuan was declared Vice-Chair of the Corporate Services, Strategic Planning and Property Committee.

**9b) Vice-Chair of the Governance and Policy Committee (4 Trustees, 2 Ex-Officio)**

The Chair called for nominations.

There were no nominations.

Trustee Davis volunteered.

There were no further volunteers.

MOVED by Trustee Davis, seconded by Trustee Kennedy, that Trustee Davis, be appointed Vice-Chair of the Governance and Policy Committee.

**In Favour**

**Carried**

Trustee Andrachuk  
Bottoni  
Crawford  
Davis  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Davis was declared Vice-Chair of the Governance and Policy Committee.

**9c) Vice-Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee (All Trustees)**

The Chair called for nominations

Trustee Crawford nominated Trustee Andrachuk.

Trustee Andrachuk declined.

There were no further nominations.

Trustee Kennedy volunteered.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that Trustee Kennedy be appointed Vice-Chair.

**In Favour**

**Carried**

Trustee Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Trustee Kennedy was declared Vice-Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee.

**10. Reconstitution and Constitution of Ad-Hoc Committees for 2017-2018:**

**10b) Director's Performance Appraisal Committee (4 Trustees)**

MOVED by Trustee Rizzo, seconded by Trustee Davis, that the name of Trustee Bottoni be placed as one of the Committee members.

Trustee Bottoni accepted.

**In Favour**

**Carried**

Trustee Andrachuk  
 Bottoni  
 Crawford

Davis  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**10c) Executive Compensation Committee (4 Trustees)**

Trustee Rizzo nominated Trustee Andrachuk.

Trustee Andrachuk nominated Trustee Del Grande.

Trustee Rizzo volunteered.

Trustee Crawford volunteered.

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy that Trustees Andrachuk, Del Grande, Rizzo and Crawford be appointed members of the Executive Compensation Committee.

**In Favour**

**Carried**

Trustees Andrachuk  
Bottoni  
Crawford  
Davis  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustees Andrachuk, Del Grande, Rizzo and Crawford were declared members of the Executive Compensation Committee.

**11. Appointments or Re-Appointments to External/Internal Committees for 2017-2018:**

**External Committees**

**11a) Community/Police Liaison Committee (Etobicoke) (1 Trustee)**

Trustee Andrachuk volunteered.

**11b) The Angel Foundation for Learning (2 Trustees)**

Trustees Poplawski and Rizzo volunteered.

Trustee Crawford volunteered.

Trustee Poplawski withdrew her decision to volunteer.

**11c) Toronto Student Transportation Group (1 Trustee)**

Trustee Davis volunteered.

**11d) Canadian National Exhibition Association (1 Trustee)**

Trustee Crawford volunteered.

**11f) City - School Boards Task Force (2 Trustees)**

Trustees Davis and Rizzo volunteered.

### **Internal Committees**

**11g) Advisory Committee for the African Canadian Community (1 Trustee);**

**11h) Filipino Advisory Committee (1 Trustee);**

**11i) Advisory Committee on Portuguese-Speaking Communities (1 Trustee);**

**11j) Advisory Committee on Spanish-Speaking Communities (1 Trustee);**  
and

**11p) Indigenous Education Advisory Committee (1 Trustee)**

Trustees Tanuan volunteered, with Trustees Kennedy and Crawford as the Alternates on two separate Committees.

**11k) Catholic Social Justice Community Advisory Committee (1 Trustee, 1 Alternate)**

Trustee Davis volunteered, with Trustee Crawford as the Alternate.

**11l) Equity and Inclusive Education Advisory Committee (1 Trustee)**

Trustee Tanuan volunteered, with Trustee Crawford as the Alternate.

**11m) Mental Health Advisory Council (1 Trustee, 1 Alternate)**

Trustee Bottoni volunteered, with Trustee Kennedy as the Alternate.

**11n) Safe Schools Advisory Committee (1 Trustee)**

Trustee Crawford volunteered, with Trustee Kennedy as the Alternate.

**11o) Sweatshop Free Committee (2 Trustees)**

Trustees Rizzo and Kennedy volunteered.

**11p) Indigenous Education Advisory Committee (1 Trustee)**

Trustee Tanuan volunteered.

### **11q) Nurturing our Catholic Community (3 Trustees)**

Trustees Davis, Tanuan and Kennedy volunteered.

MOVED by Trustee Davis, second by Trustee Tanuan, that all external and internal appointments in Items 11a) –q) be approved.

Results of the Vote, as follows:

#### **In Favour**

#### **Opposed**

Trustees Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

### **13. Adjournment**

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

#### **In Favour**

#### **Opposed**

Trustees Andrachuk  
 Bottoni  
 Crawford  
 Davis  
 Kennedy  
 Poplawski



Rizzo  
Tanuan  
Rizzo

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
HELD NOVEMBER 30, 2017  
PUBLIC SESSION**

**PRESENT:**

**Trustees:** B. Poplawski, Chair Elect  
A. Andrachuk – by teleconference  
P. Bottoni  
N. Crawford  
M. Del Grande  
A. Kennedy  
M. Rizzo

**Staff:** R. McGuckin  
  
S. Harris, Recording Secretary

**3. Roll Call and Apologies**

Apologies were extended on behalf of Trustees D'Amico, Martino, Piccininni, Tanuan and Student Trustees Carlisle and Ndongmi.

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the items dealt with in DOUBLE PRIVATE Session regarding the Director of Education's 2017-2018 Goals and a verbal update regarding a report from the Auditor General of Ontario be received.

CARRIED

**(Double Private Session Minutes  
Distributed Under Separate Cover)**

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

CARRIED

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S E C R E T A R Y

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C H A I R

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

**HELD THURSDAY, DECEMBER 7, 2017**

**STUDENT ACHIEVEMENT**

**PRESENT:**

**Trustees:**

- A. Kennedy, Acting Chair
- N. Crawford
- A. Andrachuk
- M. Del Grande
- B. Poplawski
- M. Rizzo
- G. Tanuan

S. Harris, Recording Secretary

**4. Roll Call and Apologies**

Apologies were extended on behalf of Trustees Bottoni, D'Amico, Davis and Piccininni.

The items dealt with at the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee Meeting in PRIVATE, DOUBLE PRIVATE, TRIPLE PRIVATE and PUBLIC Sessions were deemed presented.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the items dealt with in PRIVATE, DOUBLE PRIVATE, TRIPLE PRIVATE and PUBLIC Sessions be approved.

Trustee Rizzo declared an interest in Items 15c) Expansion of French Immersion Report and 15e) French Immersion Consultation Results – St. Rita Elementary

Catholic School (Supplemental Information) of the Public Agenda as her family member is an employee of this Board. Trustee Rizzo indicated that she would neither vote nor participate in the discussion of the item.

Results of the Vote taken as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**(Private Sessions Minutes Distributed  
Under Separate Cover)**

**MATTERS AS CAPTURED IN THE ABOVE MOTION FOR PUBLIC  
SESSION**

- 8) Minutes of the Regular Meeting held November 2, 2017 for PUBLIC Session approved.**
- 9a) Delegation from Thomas Fitzsimmons regarding French Immersion Program at St. Brigid's Catholic School received and referred to staff.**

**10a) CODE Primary Summer School Program 2017** received.

**14a) Professional Development Plan for Student Achievement and Well-Being 2017-2018** received and that the Toronto Catholic District School Board build a research base of professional development and that staff report on the strategies to be used in the evaluation of measuring the outcome of the professional development.

**15a) Student Voice in Helping to Create Safer Schools** received and that the following items on page 102 be implemented:

The following new opportunities to engage student voice will be implemented:

- i. Add a member of CSLIT to the composition of the Safe Schools Advisory team, in addition to the Student Trustee;
- ii. Beginning this school year, the annual Safe School Survey (secondary) and Safe and Caring Catholic School Climate Survey (elementary), students will be provided an opportunity to offer feedback about strategies that could make their school safer; and
- iii. Initiate a CSLIT and ECSLIT forum to address issues of school safety and gather feedback on how to address safe school issues.

**15b) Report regarding the Non-Qualifying Transportation Students by Trustee Ward (All Wards)** received and that staff bring a report by Trustee ward of non-qualifying transportation students, broken down by 1km and 0.5 km.

**15c) Expansion of French Immersion Report** received

**15d) Liquor Waiver Request for Neil McNeil Catholic High School's Event on January 26, 2018** that Regulation 6 of Appendix A of the Permits Policy B.R. 05 be waived and that permission be granted to serve alcohol at a School Fundraiser in Support of the Big Brother Student Leadership Program event on January 26, 2018 at Neil McNeil Catholic High School, from 6:30 p.m. to 10:30 p.m.

**15e) French Immersion Consultation Results – St. Rita Elementary Catholic School (Supplemental Information) received and:**

That St. Brigid Catholic School implement the French Immersion program for 2018 and that a comprehensive consultation take place to inform the implementation process of all the schools in the surrounding area;

That the French Immersion program be included in the registration process for 2018-2019 at St. Rita conditional upon appropriate enrolment to support the program;

That St. Patrick be deleted from staff recommendation 2

*“French Immersion programs not be offered at St. Jane Frances, St. Vincent de Paul and St. Patrick”* and added to staff recommendation 3 *“French Immersion be included in the registration process for 2019-2020 at Bishop Marrocco/Thomas Merton”*.

That staff recommendation 4 *“TCDSB not implement any additional French Immersion programs for elementary schools in the next five years”* be deleted from the list.

**16a) Letter from Robin Pilkey, Chair, Toronto District School Board to Premier Wynne, Minister Hoskins and Minister Hunter regarding Reorganisation of Public Health in the Greater Toronto Area** received and that the Chair send a letter on behalf of the Board to the Premier of Ontario, Minister of Health and Long-Term Care and the Minister of Education opposing the proposed recommendations in the *Public Health Within an Integrated Health System* report.

MOVED by Trustee Crawford, seconded by Trustee Poplawski, that the meeting resolve back into Student Achievement and Wellbeing, Catholic Education and Human Resources Committee Meeting.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



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

**HELD THURSDAY, DECEMBER 13, 2017**

**Corporate Services**

**PRESENT:**

**Trustees:** G. Tanuan, Acting Chair  
A. Andrachuk  
N. Crawford  
F. D’Amico  
M. Del Grande  
A. Kennedy  
J. Martino  
B. Poplawski  
M. Rizzo

**Staff:** R. McGuckin  
A. Sangiorgio  
D. Koenig  
P. Matthews  
P. De Cock  
M. Puccetti  
J. Volek  
  
A. Robertson, Parliamentarian  
  
S. Harris, Recording Secretary  
K. Eastburn, Assistant Recording Secretary

Apologies were received on behalf of Trustees Bottoni, Davis and Piccininni, as well as Student Trustees Carlisle and Ndongmi who were unable to attend the meeting.

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

MOVED by Trustee Tanuan, seconded by Trustee Martino, that the meeting approve all matters dealt with in PRIVATE and PUBLIC Sessions.

Trustee Kennedy declared an interest in Item 15d) **2017-18 Revised Budget Estimates** while Trustees Del Grande and Rizzo declared an interest in Item 1 of 15d) *Contract Support Workers*, Page 101, as their family members are employees of this Board. Trustee Kennedy did not participate in the discussions nor vote on this item while Trustees Del Grande and Rizzo did not participate in the discussions nor vote on Item 1.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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

**MATTERS AS CAPTURED IN THE ABOVE MOTION FOR PUBLIC  
SESSION**

- 8. Minutes of the Regular Meeting held November 9, 2017 for PUBLIC Session approved.**
- 10a) Ontario Association of Parents in Catholic Education (OAPCE) Lifetime Membership to Angelo Sangiorgio, Associate Director, Planning and Facilities received.**
- 15a) Site Plan Approval Process for New Construction Streamlining the Process (All Wards):**
  1. That the Board enter into a two-year agreement with the City of Toronto and the Toronto District School Board, to jointly share the costs of a dedicated Senior Planner as detailed in this report; and
  2. That TCDSB staff submit a request to the Ministry of Education to fund the costs of the dedicated Senior Planner as a unique site cost, proportional to each project.
- 15b) Revised 2017-2018 Renewal Plan (All Wards) that the proposed amendments to the 2017-2018 Revised School Renewal Plan as detailed in Appendix A and B be approved.**
- 15c) Status Update regarding Collection of Interior Air Temperatures in Non-Air Conditioned Schools received and:**
  1. That the Board approve a four-year phased implementation plan to add cooling centres at non-air conditioned schools as detailed in the report, funded from School Renewal;

2. That the annual Pupil Accommodation and Portable Classroom Requirements report provide detailed information and recommendations for the installation of air-conditioning units to portable classrooms; and
3. That the Chair of the Board send a letter to the Ministry of Education regarding the impact of hot weather on interior air temperatures in classrooms, as detailed in this report, with a request for additional funding to assist school boards to implement cooling centres.

**15d) 2017-18 Revised Budget Estimates:**

1. That Item 1 *Contract Support Workers* on page 101 be discussed separately from the other items on that page;
2. That the Board of Trustees approve the one-time Strategic Investments of \$1M from the Accumulated Surplus to address critical Special Education needs for the safety of students and staff through Contract Support Workers;
3. That the Board of Trustees approve the one-time Strategic Investments of \$6.9M from the Accumulated Surplus and an increase to the base budget of \$2.4M phased in future years;
4. That the Board of Trustees approve the 2017-18 Revised Budget Estimates for Classroom Related Expenditures of \$915.5M;
5. That the Board of Trustees approve the 2017-18 Revised Budget Estimates for Non-Classroom Related Expenditures of \$204.7M; and
6. That the one-time cost for School Block Budget on page 101 be increased from \$1M to \$1.5M.

**15e) Ontario School Boards' Insurance Exchange Enquiry** received.

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

**MINUTES OF THE REGULAR MEETING**

**OF THE**

**TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

**HELD THURSDAY, DECEMBER 14, 2017**

**PUBLIC SESSION**

**PRESENT:**

**Trustees:**

B. Poplawski, Chair  
 A. Andrachuk  
 P. Bottoni  
 N. Crawford  
 F. D’Amico  
 J. A. Davis  
 M. Del Grande  
 A. Kennedy  
 J. Martino  
 S. Piccininni  
 M. Rizzo  
 G. Tanuan

**Student Trustee:**

R. Carlisle

R. McGuckin  
 A. Sangiorgio  
 D. Koenig  
 P. Matthews  
 P. De Cock  
 V. Burzotta  
 C. Fernandes  
 F. Cifelli  
 N. D’Avella  
 L. Di Marco  
 K. Malcolm

G. Iuliano Marrello  
 M. Puccetti  
 J. Shanahan  
 J. Volek  
 J. Wujek  
 D. Yack

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

A. Robertson, Parliamentarian

The Director of Education, on behalf of the Board of Trustees, thanked Angelo Sangiorgio, Associate Director, Planning and Facilities, whose retirement takes effect on December 31, 2017, for his significant accomplishments and contributions after more than three decades at the Toronto Catholic District School Board. Angelo was also recognised for his institutional knowledge.

## **5. Approval of the Agenda**

MOVED by Trustee Piccininni, seconded by Trustee Martino, that the Agenda, including the Addendum, be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

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

Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

## 6. Reports from Private Session

MOVED by Trustee Rizzo, seconded by Trustee Davis, that the matter discussed in PRIVATE Session item regarding the Director of Education's Goals 2017-2018 be approved.

Results of the Vote taken, as follows:

### In favour

### Opposed

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



The Motion was declared

CARRIED

## 8. **Declarations of Interest**

Trustee Kennedy declared an interest in Item 16c) Financial Update Report as of October 31, 2017 as her family members are employees of this Board. Trustee Kennedy indicated that she would neither vote nor participate in the discussions on this item.

## 9. **Approval and Signing of Minutes of the Previous Meetings**

MOVED by Trustee Kennedy, seconded by Trustee Davis that Items 9a), 9b), 9c), 9d) and 9e) be approved:

- 9a) Special Board (Student Achievement) – November 2, 2017
- 9b) Special Board (Corporate Services) – November 9, 2017
- 9c) Regular Board – November 16, 2017
- 9d) Special Board – November 16, 2017
- 9e) Special Board – November 30, 2017

## 10. **Presentations**

- 10a) MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the **Monthly Report from the Chair of the Board** and the
- 10b) **Monthly Report from the Director of Education** be received.

Trustee Crawford requested that both the Chair's and the Director of Education's reports be amended to change "... celebration of life for Tobias Enverga" to "*the Catholic funeral Mass of Tobias Enverga*".

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

- 10c) Monthly Report from the Student Trustee(s)** MOVED by Trustee Andrachuk, seconded by Trustee Crawford that this item be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Bottoni  
 Crawford  
 D'Amico  
 Davis  
 Del Grande

Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**12. Consideration of Motions for which Previous Notice Has Been Given**

- 12a) MOVED** by Trustee Davis, seconded by Trustee Rizzo, regarding **Consideration of Motion from Trustee Davis regarding Joint School Boards/City Working Committee – Changing how Education Development Charges (EDCs) can be used** that a joint Toronto school boards/City of Toronto adhoc working committee with both relevant senior staff and trustee representation be created with the aim of jointly advocating to the Ministry of Education for changes to EDC Regulation (OR 20/98) which allow school boards to better meet their local capacity needs, by March 2018.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

- 12b) MOVED** by Trustee Rizzo, seconded by Trustee Bottoni, regarding **Consideration of Motion From Trustee Rizzo regarding Public Disclosure of Costs of Consultants for Community Consultation** that the costs by the TCDSB for the consultants Maximum City and Dillon Consulting (independent facilitators for community consultation of the joint use facility with Columbus Centre/Dante Alighieri Catholic Academy) be publicly disclosed and reported on the TCDSB website.

General Legal Counsel, Paul Matthews, in response to a query, advised that there would be no legal implication to disclose the information.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**14. Matters Recommended by Statutory Committees of the Board**

- 14a) MOVED by Trustee Andrachuk, seconded by Trustee Kennedy regarding  
& Approved Minutes of the Special Education Advisory Committee  
Meeting held on November 15, 2017; and**
- 14d) Draft Minutes of the Special Education Advisory Committee Meeting  
held on December 6, 2017 that both items be received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Board refer the recommendations to the Governance and Policy Committee for changes to the Anaphylaxis Policy to reflect part a) below and an update to the Anaphylaxis Protocol and Guidelines to reflect b), c) and d) as follows:

- a) There is a need to update Policy to reflect transitions of students between two schools, and specifically, but not limited to, elementary and secondary schools;
- b) Initiate communication between elementary and secondary schools regarding anaphylactic needs for students who enrol in the summer secondary transition course;
- c) Include in the Anaphylaxis Protocol and Guidelines, information on the transition process and general communications with students, including recommendations arising out of CSLIT meetings scheduled for later this year; and
- d) Include in the Secondary Health and Safety Binder located in schools, a page on the communication plan to be used with students and date implemented.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Piccininni, that the recommendation regarding future Board Learning and Improvement Plans (BLIP) to include areas for reporting on Special Education goals be referred to staff to be included in the BLIP.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Tanuan, that Diane Montreuil be appointed to the SEAC Committee as the Indigenous representative.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Piccininni, that the following recommendations from SEAC be referred to staff to bring back a report:

1. That Consideration of Motion from Sandra Mastronardi regarding Teacher Qualification that a request be made to produce a report that quantifies the number of times that a temporary letter of approval has been submitted in relation to any staff employed by the TCDSB in the support and instruction of special education programs and/or services. The report should include the data according to school, dating back no less than 3 years;



2. Multi-Year Accessibility Plan:

- a. That the Accessibility Working Group Committee also include parent representation; and
- b. That IT services, but not limited to, be included in the list of Commitments to Accessibility Planning, Section 2.4, page 26; and

3. Special Education Programs (S.P.01):

- a. That the Special Education Programs (S.P.01) policy be renamed to Special Education Programs and Services; and
- b. That an example of blind/low vision be included as an example.

Trustee Andrachuk reported that Recommendations 4 and 5 from SEAC, as per below, were already completed and therefore no action was required:

- 4. Independent Review of Assessment and Reporting in Ontario that the community assessment consultation be distributed immediately to Trustees and parents; and
- 5. Inquiry from Sandra Mastronardi regarding Student Trustees' Membership in SEAC that Student Trustees membership in SEAC be considered.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Bottoni  
Crawford  
D'Amico  
Davis  
Del Grande

Kennedy

Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

- 14b) MOVED** by Trustee Tanuan, seconded by Trustee Andrachuk, that the  
**& Approved Minutes of the Toronto Catholic Parent Involvement  
 Committee Inaugural Meeting held on October 16, 2017** and the  
**14c) Approved Minutes of the Toronto Catholic Parent Involvement  
 Committee Special Meeting held on October 16, 2017** be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

### **Consent and Review**

The Chair reviewed the Order Paper Items and the following Items were questioned:

- 15a) Trustee Davis
- 15b) Trustee Crawford
- 15c) Trustee Rizzo
- 15e) Trustee Tanuan
- 16b) Trustee Tanuan
- 17a) Trustee Kennedy
- 17b) Trustee Andrachuk
- 17c) Trustee Kennedy

Trustee Kennedy left the meeting due to a Declaration of Interest in Item 16c) Financial Update Report as at October 31, 2017, as earlier indicated.

MOVED by Trustee Davis, seconded by Trustee Crawford, that the Items not questioned be received with the accompanying staff recommendations.

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

Trustees Andrachuk  
 Bottoni  
 Crawford  
 D'Amico  
 Davis  
 Del Grande

Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

**MATTERS AS CAPTURED IN THE ABOVE MOTION – ITEMS NOT QUESTIONED**

- 15d) Catholic Parent Involvement Committee Staff Assessment Report 2016-2017** received.
- 16a) Annual Report from the Director of Education** received.
- 16c) Financial Update Report as of October 31, 2017** received.

Trustee Piccininni left the horseshoe at 8.29 pm.

**15. Matters Referred/Deferred from Committees/Board**

- 15a) MOVED** by Trustee Davis, seconded by Trustee Bottoni, regarding **Audited Financial Statements**, that the item be received.

MOVED IN AMENDMENT by Trustee Andrachuk, seconded by Trustee Crawford, that the 1% that is to be set aside for compliance be held back and restricted in the budget.

Trustee Kennedy left the meeting at 8:34 pm due to Declaration of Interest as her family members are employees of this Board. Trustee Kennedy indicated that she would neither vote nor participate in the discussions on this item.

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

**In favour**

**Opposed**

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

The Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
 Bottoni  
 Crawford  
 D'Amico  
 Davis  
 Del Grande  
 Martino

Poplawski  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Piccininni returned to the meeting at 8.33 pm.

Trustee Kennedy returned to the horseshoe at 8.38 pm.

- 15b)** MOVED by Trustee Crawford, seconded by Trustee Tanuan, regarding the **Annual Calendar of Meetings** that the item be received and that the Board approve the 2018 Calendar of Board and Committee Meetings as per Appendix A in order to best meet the needs of the Board with the following change:

Move the May 3, 2018 Student Achievement and Wellbeing, Catholic Education and Human Resources Committee meeting to May 1, 2018.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Davis, that the April 18, 2018 Regular Board meeting be changed to April 19, 2018.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Bottoni  
Crawford  
D'Amico  
Davis  
Del Grande

Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Rizzo, that the Caucus/Inaugural meeting be held on Monday, October 29, 2018.

MOVED by Trustee Andrachuk, seconded by Trustee Martino, that the scheduling of the Inaugural/Caucus meeting date be deferred until staff has clarified the dates required by legislation.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

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

**In favour**

**Opposed**

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

The Motion, as amended, was declared

CARRIED

- 15c) MOVED** by Trustee Rizzo, seconded by Trustee Kennedy, regarding the **Report of the Governance and Policy Committee on Update to Access to Pupil Information Policy (S.16)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Access to Pupil Information policy (S.16) as amended and proposed in Appendix A.



Trustee Piccininni left the horseshoe at 9.35 pm.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

- 15e) MOVED** by Trustee Tanuan, seconded by Trustee Rizzo, regarding **Consideration of Motion from Trustee Tanuan regarding Ethno-Centric Cultural School in North Scarborough** that:

**WHEREAS:** The Ministry of Education has issued the Ontario Education Equity Action Plan in September 2017 stemming from the fundamental principle that every student should have the opportunity to succeed personally and academically, regardless of background, identity or personal circumstance.

**WHEREAS:** The Ministry of Education issued B09 memo RE: PAR (Pupil Accommodation Review) and CPPG (Community Planning and Partnership Program) intended to solicit wider public community participation and

feedback on joint responsibility for integrated community planning with school boards, municipal governments, and ethnic community partners.

**WHEREAS:** In line with the Ministry’s Equity Action Plan, our Board has set up an Equity Think Tank to address, among other areas, relevant learning experiences via ethnically sensitive and responsive pedagogy to further enhance student achievement, particularly in large culturally diverse student groups.

**WHEREAS:** The Board is committed to instilling the values of equity and inclusivity from a Catholic perspective.

**BE IT RESOLVED THAT:** Staff report on the establishment of an Ethno-centric Cultural School in the culturally diverse area of North Scarborough at the January 2018 Board meeting.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Tanuan, that the Board meeting date be changed from January 2018 to March 2018.

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

**In favour**

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

**Opposed**

Davis

The Amendment was declared

CARRIED

Trustee Piccininni returned to the horseshoe at 8.37 pm.

Time for business expired and the Chair called for the debate to be extended by 15 Minutes, as per Article 12.6, which was favoured as follows:

Results of the Vote to Extend the Debate, as follows:

**In favour**

Trustees Bottoni  
Crawford  
Davis  
Del Grande  
Poplawski  
Rizzo  
Tanuan

**Opposed**

Andrachuk  
D'Amico  
Kennedy  
Martino  
Piccininni

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

**In favour**

Trustees Kennedy  
Poplawski  
Rizzo  
Tanuan

**Opposed**

Andrachuk  
Bottoni  
Crawford  
D'Amico  
Davis  
Del Grande

Martino

Piccininni

The Motion, as amended, was declared

LOST

**16. Reports of Officials for the Information of the Board of Trustees**

- 16b) MOVED** by Trustee Tanuan, seconded by Trustee Andrachuk, regarding **ICT Strategy Review – Project Priority List** that this item be deferred to the next available Board meeting after the hiring of the new CIO, notwithstanding the technology items approved by the Board on the 2017-2018 Revised Budget Estimates during the December 13, 2017 Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Trustee Piccininni left the meeting at 10.04 pm.

## **17. Reports of Officials Requiring Action of the Board of Trustees**

- 17a) MOVED** by Trustee Kennedy, seconded by Trustee Bottoni, regarding **Report of the Governance and Policy Committee on Update to Assessment Policy (F.M.03)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Assessment Policy (F.M.03) as amended and proposed in Appendix A.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

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

The Motion was declared

CARRIED

- 17b) MOVED** by Trustee Andrachuk, seconded by Trustee Martino, regarding **Report of the Governance and Policy Committee on Update to Special Programs Policy (S.P.01)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Special Education Programs Policy (S.P.01) as amended and proposed in Appendix A.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Trustee Martino left the meeting at 10.10 pm.

- 17c) MOVED** by Trustee Kennedy, seconded by Trustee Andrachuk, regarding **Liquor Waiver Request for Senator O'Connor Catholic School's Event on January 11, 2018** that Regulation 6 of Appendix A of the Permits Policy B.R. 05 be waived and that permission be granted to serve alcohol at Senator

O'Connor on Thursday, January 11, 2018 for the New Year Staff Social event.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**22. Adjournment**

MOVED by Trustee Bottoni, seconded by Trustee D'Amico, that the meeting adjourn.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

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SECRETARY

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CHAIR





## **Chair's Monthly Report January 8<sup>th</sup> – January 26<sup>th</sup>**

Following are highlights for the period of January 8 to January 26

### **January 17**

- Along with the Director attended the Episcopal Board Annual Meeting at Archdiocesan Pastoral Centre

### **January 18 and January 19**

- Along with Trustees attended the OCSTA 2018 Catholic Trustee Seminar at the Hilton Mississauga



## **Director's Monthly Report January 8<sup>th</sup> – January 26<sup>th</sup>**

Following are highlights for the period of January 8 to January 26

### **January 16**

- Along with TCDSB Business Leaders participated in the Leadership Strategy Event at Montecassino Banquet Hall

### **January 17**

- Along with the Chair attended the Episcopal Board Annual Meeting at Archdiocesan Pastoral Centre
- Met with principals and teachers from the Board's Spotlight Schools to discuss poverty mitigation strategies at their schools a part of our board's Equity Action Plan

### **January 19 and January 20**

- Along with Trustees attended the OCSTA 2018 Catholic Trustee Seminar at the Hilton Mississauga

### **January 26**

- Along with the area superintendent, will attend St. Columba's School Learning Improvement Plan Meeting and *Real Men Read* event promoting literacy

## January Student Trustee Board Report

### CSLIT General Assembly:

Due to the scheduling of exams for the majority of the TCDSB's secondary schools, the January CSLIT

General Assembly has been cancelled. The next CSLIT GA will take place on February 6<sup>th</sup> at the CEC.



### OSTA-AECO Update:

This month has been very successful for the Ontario Student Trustee's Association. As both TCDSB Student Trustees are very involved within OSTA-AECO, Joel Ndongmi being on the Cabinet for the Catholic Board Council of OSTA-AECO and Rhea Carlisle being the Operations Officer on the Executive Council of OSTA-AECO, we are pleased to announce the release of The Student Platform.

Considering this is an election year, OSTA-AECO has decided to release The Student Platform. This is a policy directive aimed at the implementation of various student-centered recommendations into the educational platforms of various political parties. The full report is linked [here](#) or can be found on the OSTA-AECO website.

The Student Platform outlines three areas of concern as identified by the students of Ontario; Student Wellbeing, 21<sup>st</sup> Century Learning, Equitable Access to Opportunities. Each of these pillars outline specific recommendations for the government to implement to better serve the students of the province.

As Student Trustees for the TCDSB, we feel strongly that our school board has done fantastic things for the student community. The recommendations outlined in The Student Platform aims to ensure that all secondary students are receiving the best possible educational experience within Ontario.

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

**HELD WEDNESDAY, JANUARY 10, 2018**

**PUBLIC SESSION**

**PRESENT:**

**External** Marilyn Taylor – Chair

**Members:** Ashleigh Molloy – Vice-Chair

Rosanna Del Grosso – by teleconference

Sandra Mastronardi – by teleconference

Tyler Munro

Laurie Ricciuto

Glenn Webster

**Trustees:** A. Andrachuk

A. Kennedy

G. Tanuan

**Staff:** D. Koenig

C. Fernandes

A. Coke

M. Kokai

D. Reid

P. Stachiw

J. Wilhelm

R. Macchia

S. Harris, Recording Secretary

**1. Roll Call and Apologies**

Apologies were tendered on behalf of Dario Imbrogno, John MacKenzie, Gizelle Paine, Mary Pugh, Diane Montreuil, Giselle Romanino and Raul Vomisescu.

## **2. Approval of the Agenda**

MOVED by Trustee Andrachuk, seconded by Ashleigh Molloy, that the Agenda be approved to include the Addendum and an Inquiry from Trustee Andrachuk.

The Motion was declared

CARRIED

## **4. Approval and Signing of the Minutes**

MOVED by Ashleigh Molloy, seconded by Trustee Andrachuk, that the Minutes of the Regular Meeting held on December 6, 2017 be approved.

The Motion was declared

CARRIED

## **9. Communications**

MOVED by Trustee Andrachuk, seconded by Tyler Munro, that Item 9a) be adopted as follows:

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

The Motion was declared

CARRIED

MOVED by Tyler Munro, seconded by Trustee Tanuan, that Item 9b) be adopted as follows:

- 9b) Special Services Superintendent Update – January 2018** received.

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Ashleigh Molloy, that Item 9c) be adopted as follows:

- 9c) Annual Accessibility Status Report 2017** received.

The Motion was declared

CARRIED

MOVED by Tyler Munro, seconded by Trustee Andrachuk, that Item 9d) be adopted as follows:

- 9d) Auditor Report – Chapter 3, Section 3.08 Ministry Funding and Oversight of School Boards** that this report along with the relevant Addendum be deferred until the February 7, 2018 Special Education Advisory Committee (SEAC) meeting.

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Tanuan, that Item 9e) be adopted as follows:

- 9e) Special Education Plan – Special Services Staffing 2017** received.

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Tyler Munro, that Item 9f) be adopted as follows:

- 9f) Student Trustee Membership Verbal Update** received.

MOVED in AMENDMENT by Sandra Mastronardi, seconded by Tyler Munro, that SEAC recommend to the Board of Trustees that a Student Trustee be appointed to be included in SEAC membership.

The Amendment was declared

CARRIED

The Motion, as amended, was declared

CARRIED

**10. Matters Referred/Deferred to the Committee by the Board and Other Committees**

MOVED by Trustee Andrachuk, seconded by Ashleigh Molloy, that Item 10a) be adopted as follows:

**10a) Verbal Update from Glenn Webster regarding Mental Health Committee received.**

The Motion was declared

CARRIED

**10b) Verbal Update from Tyler Munro regarding Safe Schools Committee**

There was no update.

**12. Reports of Officials for Information**

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

**12a) Mental Health and Wellbeing Annual Report 2016-17 received.**



MOVED in AMENDMENT by Trustee Kennedy, seconded by Tyler Munro, that SEAC recommend to the Board of Trustees:

1. That the Toronto Catholic District School Board Mental Health Advisory Committee be expanded to include representation from the Religious Education Department; and
2. That faith-based potential partners be considered for inclusion in the partnership lists in Appendices A and B on pages 95 and 96 of the SEAC January agenda.

The Amendment was declared

CARRIED

The Motion, as amended, was declared

CARRIED

### **13. Inquiries and Miscellaneous**

- 13a) From Trustee Andrachuk regarding SEAC 2018 Scheduled Meeting Dates** noted.

### **16. Pending List**

MOVED by Ashleigh Molloy, seconded by Trustee Tanuan, that Item 16 be received.

The Motion was declared

CARRIED

**17. Adjournment**

MOVED by Trustee Tanuan, seconded by Tyler Munro, that the meeting adjourn.

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

## **APPENDIX A**

### Mental Health and Well Being Report 2016-17

#### MCYS Priority Access Counseling Program: Participating Agencies

##### East :

- Aisling Discoveries Child and Family Centre
- East Metro Youth Services

##### North:

- The Hinks Dellcrest Centre
- Griffin Centre

##### South :

- The Hinks Dellcrest Centre
- Central Toronto Youth Services

##### West :

- Etobicoke Children's Centre
- The George Hull Centre for Children and Families.

##### Specific Populations:

- BOOST ( relationship violence)
- Breakaway Addiction Services
- Centre Francophone
- Native Child and Family Services Toronto
- Rosalie Hall ( Section 23)
- Toronto Council Fire Native Cultural Centre

## **APPENDIX B**

### **Mental Health and Well Being Report 2016-17 TCDSB Mental Health Partnership Agreements**

1. Aisling Discoveries Child and Family Centre:  
(Partners for Success, and Peacekeepers and Finding The Leader & Power in You Programs)
2. Boost Child Abuse Prevention and Intervention  
(I'm a Great Kid, and I'm a great Little Kid Programs).
3. Breakaway Addiction Services
4. Child Development Institute  
(SNAP, and Act and Adapt Programs).
5. Central Toronto Youth Services (CTYS)  
(Peaceful Alternatives to Tough Situations: PATTS) NEW Partner for 2016-17
6. Dr. Elyse Dubo  
(Sunnybrook Adolescent Psychiatry "Lost and Found")
7. The Etobicoke Children's Centre  
(Fun FRIENDS and Friends for Life Programs)
8. The George Hull Centre  
(Fun Friends)
9. Native Child and Family Services of Toronto
10. Toronto – Central Community Care Access Centre (TC-CCAC)  
(Mental Health and Addictions Nurses Program).
11. prevNET (Promoting Relationships and Eliminating Violence)  
Safe Schools Ambassadors Program
12. Toronto Public Health  
One on One Youth Mentoring Program
13. Youth Link  
FAST ( Finding Assertive Solutions Together)



REPORT TO

REGULAR BOARD

## UPDATE REPORT ON SAFE SCHOOLS INQUIRY IMPLEMENTATION

*Then the land will yield its fruit, and you will eat your fill and live there in safety.*  
Leviticus 25:19

Created, Draft	First Tabling	Review
January 8, 2018	January 25, 2018	<a href="#">Click here to enter a date.</a>

Vincent Burzotta, Superintendent Safe Schools  
Nadia Adragna, Principal Msgr. Fraser St. Martin Campus

### INFORMATION REPORT

#### Vision:

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

#### Mission:

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

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



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**

On January 28, 2016, the Safe School Inquiry Recommendation Report was presented to Board. The Report highlighted 33 recommendations and staff was asked to begin the process of implementation. Recommendation #33 directed staff to assign a monitoring team to oversee the implementation of the recommendations and provide a yearly update until all recommendations were fully implemented. On February 2, 2017, an interim update was provided to Trustees of the Board on the progress of the implementation based on the continuum scale of Awareness, Early Implementation, Implementation and Routine Use. During a recent review of the status of implementation the monitoring team has identified that the majority of the recommendations fall within the continuum of Routine Use. Furthermore, no recommendations fall under Awareness and hence the Safe School Inquiry recommendations can be considered implemented.

*The cumulative staff time required to prepare this report was 19 hours*

## **B. PURPOSE**

1. As per the Safe School Inquiry Report recommendation # 33, staff is to provide a yearly update on the status of implementation of all 33 recommendations identified in the Report. In February 2017, an Interim Report was presented to the Board of Trustees on the status of year 1 implementation. This Report is the second update provided to Trustees of the Board and as all recommendations can be considered implemented, and as per the direction of recommendation #33, no further updates will be required.

## **C. BACKGROUND**

1. In October 2014 a violent incident occurred on the premises of 2067-2063 Islington Avenue which resulted in 2 TCDSB student fatalities.
2. A Private Report was delivered in November 2014 outlining the details of the event. This Report also recommended that an Inquiry Panel be established to investigate this incident so as to prevent similar events in the future.
3. In early 2015 an Inquiry Panel was formed and the Inquiry panel met with various TCDSB community stakeholders over the course of 3 months.

4. In May 2015 the Safe School Inquiry Panel Report was presented to Board which highlighted the Inquiry Panel's findings. The Inquiry Panel also identified 33 recommendations.
5. Staff was then directed to bring back a Report on how Staff would respond and implement the recommendations.
6. In January 2016 Staff presented the Safe School Inquiry report and described how each recommendation would be addressed.
7. In May 2016 a Report on the Safe Schools Implementation Monitoring Team was presented. The Report outlined the composition of the Monitoring team and suggested that an interim status Report be presented prior to the yearly update.
8. In February of 2017 an interim Report on the status of implementation was presented to Board.

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

An Implementation Continuum scale was adopted and the Monitoring team solicited input from their respective stakeholders with use of the continuum scale below. For recommendations that required a one-time action (no on-going monitoring required) and are completed, have been listed under Routine use.

<b>Awareness</b> Total of remaining recommendations (0)	Staff have knowledge of issues and strategies; no evidence of implementation across the system.
<b>Early Implementation:</b> Total recommendations (1)	Ongoing professional learning among stakeholders; initial implementation is observable
<b>Implementation:</b> Total recommendations (3)	Evidence of regular implementation across system
<b>Routine Use:</b> Total recommendations (29)	Consistent evidence of implementation.

*For recommendations with Staff responses please see **Appendix A***

1. Recommendations that fall under **Awareness** (0)
  - There are no remaining recommendations that fall under Awareness.

2. Recommendations fall under **Early Implementation (1)**
  - Recommendation #30 Official Spokesperson during Crisis Situations
3. Recommendations that fall under **Implementation (3)**
  - Recommendation #2 Placement & Maintenance of Security Cameras
    - Elementary schools' systems are in place and receive regular maintenance. Secondary schools are transitioning into a new IT camera system and are receiving maintenance and/or upgrades as required based on their current camera system. Older camera systems will require more maintenance but as the new IT systems roll out, repair and maintenance schedules will be reduced.
  - Recommendation #7 After-School Access to Schools by Students
    - Principals are sharing best practices on how to engage students in after school activities.
  - Recommendation #16 Safe and Accepting Schools Teams

All schools have Safe and Accepting School Teams however some schools will need to be more transparent with the promotion of this committee
4. Recommendations in the continuum that fall under **Routine Use (26)**
  - Recommendation #1 Controlled Access at Secondary Schools.
  - Recommendation # 3 Liaising with Community Support Groups
  - Recommendation # 4 Secondary School Child and Youth Workers
  - Recommendation # 5 Secondary School Social Workers
  - Recommendation # 6 Student Leadership
  - Recommendation #8 "Don't Snitch" Ethos
  - Recommendation #9 Catholic Expectations of Students.
  - Recommendation # 10 Responsible Use of Social Media
  - Recommendation # 11 Acceptable Use Policy
  - Recommendation #12 Anonymous Smart Phone Reporting
  - Recommendation #13 Placement of Expelled Students and Students on a Fresh Start.
  - Recommendation # 14 Hearing Deadlines in Student Discipline Cases of Principal Recommendation for Board Expulsion
  - Recommendation # 15 Exclusions under Section 265(1)(m) of the Education Act
  - Recommendation # 17 Safe Schools Training for Principals and Vice-Principals



- Recommendation # 18 Guidelines for Parents and Guardians Regarding Lockdowns, Hold and Secure, and Shelter in Place
- Recommendation # 19 Social Work Crisis Response
- Recommendation # 20 City of Toronto Community Crisis Response Program
- Recommendation # 21 Post-Crisis Consultation/ Support
- Recommendation # 22 Emergency Procedures During Lunch or Recess Period
- Recommendation #23 Alternate Safe Place
- Recommendation # 24 School Staff Crisis Response Training
- Recommendation # 25 Emergency Procedures Described in Student Handbook
- Recommendation #26 Approaching a School in Lockdown
- Recommendation # 27 Emergencies when Principal and Vice-Principal(s) are Away
- Recommendation #29 Communication with Students by Toronto Police Service
- Recommendation #31 Hand Gun Control
- Recommendation #32 Toronto Community Housing Authority
- Recommendation # 33 Implementation of Recommendations

## **E. METRICS AND ACCOUNTABILITY**

1. The Monitoring team met periodically through the 2016 and 2017 Academic years, and have provided two update Reports to the Committee of the Board.
2. As per the direction of Recommendation #33, and as all recommendations have now been implemented, this is the final Report on the status of the implementation of the Safe School Inquiry recommendations.
3. Further updates on Safe School related initiatives and metrics will be included in the Annual Safe School Report.
4. Principals will continue to receive relevant information pertaining to these recommendations at Principal meetings.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## APPENDIX A

### SAFE SCHOOLS INQUIRY 33 RECOMMENDATIONS CHART

#	Recommendation Title	Description	Staff Response
1.	<b>Controlled Access at Secondary Schools</b>  <u>Status of Implementation:</u> <i>Routine Use</i>	<i>All Secondary School staff should be provided with security card access to the school. This will facilitate the locking of exterior doors during a Hold and Secure.</i>	<p>The Facilities Department will issue access cards to all Secondary School staff by the end of 2016. Take note that Secondary schools typically have one point of entry into the school when all exterior doors are locked. In most cases the card reader is located at the main entrance of the building.</p>
2.	<b>Placement and Maintenance of Security Cameras</b>  <u>Status of Implementation:</u> <i>Implementation</i>	<i>The School security cameras should receive regular maintenance, inspection and upgrades to ensure proper functioning and placement.</i>	<p>Facilities staff, through the in-house preventative maintenance program, have initiated twice a year inspection cycles for all video surveillance camera systems in schools. This will identify repairs and any camera adjustments/cleaning to insure optimal functionality. There are currently ninety-seven (97) elementary and secondary schools with video surveillance systems – for a total of 1780 cameras and 166 DVRs system wide. All secondary schools have video surveillance systems. The majority of the systems are analog based. New video surveillance systems will use Internet Protocol (IP) technology, rather than analog. This will allow for remote verification of systems, and remote downloading of images as required. The first IP-based installations are scheduled for 2016, including two elementary schools and one secondary school. Replacements as well as new installations will be phased through the School Renewal program, insuring that</p>

			video surveillance systems are functional and present in all secondary schools.
3.	<b>Liaising with Community Support Groups</b>  <u>Status of Implementation:</u> Routine Use	<i>It is recommended that Administrators, teachers, and school support staff consult with various community groups who may offer partnerships, strategies, and support to assist the School in dealing with vulnerable and marginalized youth, so that services for students are rationalized and information is shared.</i>	<p>The Community Relations Department along with Senior Staff consults with a number of community groups through Advisory Committees that have been established between the Board and these groups; the purpose of which is develop strategies and support for enhanced student achievement and well-being. The Community Relations department will continue this practice of consultation and will advise the Safe School Department when relevant Safe School issues arise that could impact Student Achievement and Well-Being. The Community Relations and Partnership Development department will identify partnerships for consideration and share at local principal meetings yearly or as needed.</p> <p>In addition, the TCDSB Mental Health Partnerships Committee actively seeks Community Partnerships with children and youth mental health agencies on an on-going basis. The TCDSB Mental Health Advisory Council includes membership from Community partners, advocates, parents, students, Trustees, and employee groups. This mechanism offers guidance and input to The TCDSB Mental health and well-Being Strategy. As part of TCDSB Mental Health Partnership Committee, Department staff supports and assists the team in creating strategic alliances with community groups to the benefit of the Board, students and the community.</p>
4.	<b>Secondary School Child and Youth Workers</b>	<i>It is highly recommended that the current allocation of</i>	The Safe Schools Department will continue to provide Safe Schools training to CYW's and all appropriate staff in promoting a whole school approach to school safety. Senior Staff will review, discuss and prioritize future CYW allocations to ensure

	<u><i>Status of Implementation:</i></u> <i>Routine Use</i>	<i>Secondary School Child and Youth Workers (CYWs) be maintained. CYWs play a crucial role in dealing with students who have behavioural and other social challenges.</i>	school safety is not compromised. Future allocations will need to reflect current fiscal realities.
5.	<b>Secondary School Social Workers</b>  <u><i>Status of Implementation:</i></u> <i>Routine Use</i>	<i>The Toronto Catholic District School Board should maintain or increase current Secondary School Social Worker staffing levels. Secondary School Social Workers provide essential supports to students on a Fresh Start, as well as other vulnerable youth.</i>	The TCDSB recognizes the critical role that Social Workers play in providing social/emotional support and appropriate referral services in support of student achievement. The Safe Schools Department will continue to provide Safe School training to Social workers and all appropriate staff in promoting a whole school approach to school safety. The TCDSB is committed to maintaining appropriate Secondary School Social Worker staff levels. Following the recommendation of the Safe Schools Inquiry Panel Report, The TCDSB Social Work Department and Safe Schools Departments are currently reviewing the role of the TIPSS Social Worker in an effort to increase transitional support for students on a Fresh Start. Senior Staff will review, discuss and prioritize future Social Worker allocations to ensure school safety and student well-being is not compromised. Future allocations will need to reflect current fiscal realities.
6.	<b>Student Leadership</b>	<i>All Toronto Catholic District School Board schools should be</i>	Student leadership initiatives are a proactive way to address issues of keeping our schools safe by empowering student leaders to take responsibility for the climate and culture of their school

	<p><u>Status of Implementation:</u> Routine Use</p>	<p><i>encouraged to learn about and support programs and practices which build individual leadership skills in students to help keep schools safe.</i></p>	<p>communities. TCDSB's student leadership program has a deep and complex infrastructure and many entry points for all students. This allows for a powerful networking and sharing of best practices to occur among schools around positive actions and program initiatives -throughout the student population which ultimately results in safer schools. Every September local schools will identify, promote and encourage participation in student school-specific leadership programs and initiatives including but not limited to, Catholic School Leadership Impact Team (CSLIT), Elementary School Leadership Impact Team (ESLIT) and Safe Schools Student Ambassador Program. Student Trustees will also continue to be good role models and promote the many benefits of student leadership.</p>
7.	<p><b>After-School Access to Schools by Students</b></p> <p><u>Status of Implementation:</u> Implementation</p>	<p><i>The Toronto Catholic District School Board should permit students to use School facilities after regular School hours. This will allow students to remain in the safe environment of the School. This is especially important in high-risk neighbourhoods of the City.</i></p>	<p>Principals will be reminded that the school remains a safe haven for many students after the instructional day concludes. Many Schools already have healthy after school initiatives encouraging students to remain engaged in afterschool activities. Area Superintendents will facilitate a sharing of best practices between principals to encourage greater use of school facilities by students after school. An inventory of school activities will be maintained at a school level and shared at principal meetings.</p>

8.	<p><b>“Don’t Snitch” Ethos</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>All students should be encouraged to report School safety concerns to a trusted adult in the School in a timely manner. The “Don’t Snitch” ethos is a significant barrier to School safety.</i></p>	<p>Although it is difficult to compel students to report incidents for fear of reprisal, the following actions will be taken to maximize student reporting:</p> <ul style="list-style-type: none"> <li>• Safe Schools Action Teams will develop a protocol to address the “Don’t Snitch Ethos” and ensure that students are engaged in the protocol development process. The protocol will outline safe reporting practices.</li> <li>• Safe Schools will provide Safe Schools Action Teams with appropriate resources including but not limited to contact information of presenters and resources.</li> <li>• Although student feedback has shown that the Toronto Police Service TIPS line is not trusted by all students, Safe School Teams will still be encouraged to promote the use of 222-TIPS and the service is considered anonymous and has led to valuable information being shared to Police.</li> <li>• Safe Schools has initiated an RFP to identify an Anonymous Reporting App in secondary schools to address the “don’t snitch ethos”. A decision on the successful bidder will be made this fall with implementation scheduled for September 2016.</li> </ul>
9.	<p><b>Catholic Expectations of Students</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>The Toronto Catholic District School Board should declare that it is a fundamental expectation that students in our Catholic Schools will follow the ethic of our Catholic faith, where empathy, care for</i></p>	<p>Principals will engage their chaplaincy teams to ensure that the above mentioned statement is a cornerstone discussion at all student retreat activities and any other chaplaincy-related events. By September 2016 all schools will be directed to include the preamble and statement, in student agendas <i>“the fundamental expectation of students in our Catholic Schools will follow the ethic of our Catholic faith, where empathy, care for others, and respect for life are present. If you are aware that a student or group of students is in a dangerous situation, then you should tell a caring adult in the school community immediately”</i>.</p>

		<p><i>others, and respect for life dominate, by adhering to the following principle, which should be noted in all Student Agendas:</i></p> <p><i>“If you are aware that a student or group of students is in a dangerous situation, then you should tell a caring adult in the school community immediately”</i></p>	
10	<p><b>Responsible Use of Social Media</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>All Schools in the Toronto Catholic District School Board should teach, encourage and support policies and programs that teach students responsible use of social media. Irresponsible use of social media can create or escalate conflict in a School.</i></p>	<p>The Safe Schools Department and the TCDSB21C department will facilitate opportunities that address the importance of responsible use of social media to school communities by providing a list of resources and presenters to local Safe and Accepting Schools teams. The Safe Schools Department will address this topic with secondary students involved in the Safe Schools Student Ambassador Program. The department will also encourage the use of the Bullying Awareness and Prevention Toolkit in elementary schools. To support this recommendation Safe Schools will continue to offer professional learning modules on this topic.</p>
11	<p><b>Acceptable Use Policy</b></p>	<p><i>All schools of the Toronto Catholic</i></p>	<p>The TCDSB21C Department will continue to provide principals with insert of the Acceptable Use Policy to be included in student</p>

	<p><u>Status of Implementation:</u> Routine Use</p>	<p><i>District School Board should review students' use of electronic devices in school and determine whether students are complying with the Board's Acceptable Use Policy A. 29, and to initiate a Board-wide awareness program if required.</i></p>	<p>agenda books, the Student Internet Agreement for all students, and a PowerPoint presentation addressing this policy.</p> <p>All principals will receive direction regarding the above resources at the start of every school year and ensure this information is shared with student, parents and staff.</p> <p>A thorough review of the Acceptable Use Policy will be conducted in 2016 to ensure it remains both relevant and current relative to the increasing new social media platforms brought about by rapid technology changes. Any recommended policy changes or enhancements will be brought to the Board's Governance and Policy Committee for consideration by October 2016.</p>
12	<p><b>Anonymous Smart Phone Reporting</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>The Toronto Catholic District School Board should investigate the feasibility of developing a smartphone-based application that would permit students to anonymously report school-related safety concerns.</i></p>	<p>Safe Schools has initiated an RFP to identify an Anonymous Reporting App in secondary schools to address the "don't snitch ethos". A decision on the successful bidder will be made this fall with implementation scheduled for no later than September 2016.</p>



13	<p><b>Placement of Expelled Students and Students on a Fresh Start</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>The Toronto Catholic District School Board should review placement protocols for expelled students and students on a Fresh Start to ensure that:</i></p> <ul style="list-style-type: none"> <li><i>a) The Ontario Student Record (“OSR”) is at the receiving School before a student can be accepted;</i></li> <li><i>b) The necessary academic and social work supports, including a Transition Plan, are in place, and that there is documentation to support this, including a checklist of</i></li> </ul>	<p>This is the current practice and expectation for all schools. Communication regarding compliance with this expectation will be communicated yearly and a flowchart of the Fresh Start process will be posted on the Safe School’s Portal Page.</p> <p>A Checklist will be developed for administrators to identify steps related to the Safe Schools transition process.</p>
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		<p><i>critical documentation and steps;</i></p> <p><i>c) Administration ensures appropriate staff are advised of the supports provided and the concerns surrounding the student;</i></p> <p><i>d) A particular school does not receive too many placements of expelled students and students on a Fresh Start.</i></p> <p><i>e) In addition, placement protocols for expelled students and</i></p>	<p>Legal Services will advise and direct the sharing of Information with appropriate staff regarding the expectations of Bill 168 (Occupational Health &amp; Safety Act).</p> <p>Current practice monitors student transitions and ensures equity across the system. Equitable transition is not solely based on numbers but also include consideration regarding the nature and severity of the precipitating infraction and impact of the transition on the school community. Safe Schools will continue to advocate and communicate equity with respect to this practice.</p> <p>Protocols are currently available on the board website under TCDSB Policy Register, Fresh Start Policy - S.S.12 and will be updated as per Ministry requirements.</p>
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		<i>students on a Fresh Start should be published on the Toronto Catholic District School Board's web site.</i>	
14	<b>Hearing Deadlines in Student Discipline Cases of Principal Recommendation for Board Expulsion</b>  <u>Status of Implementation:</u> Routine Use	<i>When dealing with a Suspension Pending Possible Expulsion, and the deadline for holding an expulsion hearing has been extended by agreement, a specific new hearing deadline date (rather than an indefinite extension) should be established, except in cases of student incarceration.</i>	In cases where an extension is agreed upon by all parties, a hearing date will be scheduled within a 30 day timeline. The extension form has been amended to reflect this expectation.
15	<b>Exclusions under Section 265(1)(m)</b>	<i>Documentation must be included in the Ontario Student</i>	Currently Legal Services assists principals and superintendents in developing documentation to be included in the OSR for those students subject to an Exclusion under 265 (1) (m) of the <i>Education</i>

	<p><b>of the <i>Education Act</i></b></p> <p><u><i>Status of Implementation:</i></u> <i>Routine Use</i></p>	<p><i>Record that explains the reasons why a student was excluded from a school pursuant to section 265(1)(m) of the Education Act. This should be an integral part of the documentation available to principals through the Toronto Catholic District School Board Safe Schools Platform.</i></p>	<p><i>Act, to ensure appropriate information is shared and is consistent with the Education Act.</i></p> <p>The Information Technology department will investigate the development of a feature on the platform to permit principals to upload this documentation.</p>
16	<p><b>Safe and Accepting Schools Teams</b></p> <p><u><i>Status of Implementation:</i></u> <i>Implementation</i></p>	<p>a) The Toronto Catholic District School Board should review and clarify the Terms of Reference of the Safe and Accepting Schools</p>	<p>The Safe and Accepting Schools Team Guideline, available on the Safe Schools Portal Page, includes expectations regarding the effective implementation of Safe and Accepting Schools Teams. Principals will annually review the guideline and identify members of the local Safe and Accepting Schools team on the Safe Schools Plan</p>

		<p>Teams and ensure that a Safe and Accepting Schools Team is operational in <b><u>all</u></b> schools.</p> <p>b) Secondary Schools are encouraged to ensure that their student representatives attend the Safe Schools Ambassador Program.</p>	<p>Safe Schools Department will share with all secondary principals' communication encouraging full participation in the Safe Schools Student Ambassador Program. Communication will highlight the exemplary work of students already involved in the program.</p>
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17	<p><b>Safe Schools Training for Principals and Vice-Principals</b></p> <p><u>Status of Implementation:</u> <i>Routine Use</i></p>	<p><i>All Principals and Vice-Principals in the Toronto Catholic District School Board should annually receive mandatory training on Safe Schools matters, including, but not limited to:</i></p> <p><i>a) Reviewing Lockdown, Hold and Secure, and Shelter in Place policies and procedures;</i></p> <p><i>b) Developing strategies for attaining staff cohesion, trust, and understanding when</i></p>	<p>Safe Schools has developed training video related to Emergency Response Procedures. Principals will review emergency response procedures with staff yearly. Principals will hold 2 lockdown training drills per semester as documented in their Safe School Plan.</p> <p>Safe Schools will provide professional development in the area of appropriate strategies for dealing with at risk youth. Principals will promote training with staff and are encouraged to devote time to this topic during local professional development days. Local Guidance staff will also be encouraged to provide support and training in this area.</p> <p>Safe Schools will provide training in restorative practices. Principals will be encouraged to participate in this training. Also</p>
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		<p><i>dealing with problem youth;</i></p> <p><i>c) Learning mediation skills as a vehicle for effective and safe resolution of conflict between students;</i></p> <p><i>d) Forming effective community partnerships in order to enhance safety in schools;</i></p> <p><i>e) Reviewing crisis response Do's and Don'ts</i></p>	<p>all new Vice Principals receive training yearly at the Head Start Conference. In addition, Safe Schools is currently preparing a training video in restorative conflict mediation practices. Safe Schools has distributed a resource related to restorative conflict mediation practices to assist principals in building capacity in this area.</p> <p>Safe Schools will support school partnerships with Toronto Police Services and the various programs offered through Toronto Police Service.</p> <p>The Emergency Response Procedures outline the expectations during crisis situations. The Communications Department and the Social Work Department will advise on appropriate additional steps.</p>
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		<p><i>f) Setting up effective Safe and Accepting Schools Teams;</i></p> <p><i>g) Building trust with the parents in the community;</i></p> <p><i>h) Building trust with students in the school (e.g., encouraging student presentation be made to staff regarding safety matters, and encouraging older students to mentor</i></p>	<p>Safe Schools Department has developed a training video related to “Effective Safe and Accepting Schools Teams”.</p> <p>Safe Schools will direct principals to utilize the Guideline for Safe and Accepting Schools to establish effective SAST teams.</p> <p>The Community Relations department will continue its efforts to support parent engagement and initiatives focused on building trust with the parent community. Safe and Accepting School Teams and appropriate staff will ensure parents are consulted on local safe school issues and create action plans that address areas of need.</p> <p>The TCDSB Student Leadership department will collaborate with the Safe Schools department to identify emerging safe school issues. Student Leadership will then liaise with principals to offer appropriate supports.</p>
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		<p><i>younger ones); and</i></p> <p><i>i) Conducting a Safe Schools audit.</i></p>	<p>Principals will conduct Safe Schools Audits as per direction of the Health and Safety Department.</p>
18	<p><b>Guidelines for Parents and Guardians Regarding Lockdowns, Hold and Secure, and Shelter in Place</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>The TCDSB should prepare a booklet to be provided to all parents and guardians of students of the Board that provides advice on dealing with Lockdown, Hold and Secure, and Shelter in Place situations at their child's school. Parents and guardians can assist in keeping their children safe by:</i></p> <p><i>A) Encouraging their children to follow all instructions from school staff and police with</i></p>	<p>Safe Schools Department will make available to principals a brochure related to "Threats to Schools Safety Response Procedures" that can be distributed to parent community. This brochure outlines the steps taken during lockdown, hold and secure, shelter in place.</p>

		<p><i>respect to emergency response procedures ;</i></p> <p><i>B) Stressin g the importa nce to their children of not using cellphon es during a school emergen cy so as not to interfere with school and police commun ication;</i></p> <p><i>C) Not calling the school</i></p>	
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		<p><i>or their child during a school emergency so as not to interfere with school and police communication;</i></p> <p><i>D) Not coming to the school until after the school emergency is over.</i></p> <p><i>The booklet should provide the Toronto Catholic District School Board Communications Department telephone number that a parent or guardian can call for information in case of a School emergency.</i></p>	
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19	<b>Social Work Crisis Response</b>  <u>Status of Implementation:</u> Routine Use	<i>The Toronto Catholic District School Board should maintain the current Social Work Department led “team approach” to respond to a crisis in Schools.</i>	The TCDSB Mental Health Steering Committee has developed <i>Mental Health Crisis Response Guidelines</i> . These guidelines inform school principals and other school staff of best practices when a crisis of a mental health nature occurs. Following consultation with the TCDSB Mental Health Advisory Council, the <i>TCDSB Mental Health Crisis Response Guidelines</i> should be made available on the public and/or employee portal as deemed appropriate.
20	<b>City of Toronto Community Crisis Response Program</b>  <u>Status of Implementation:</u> Routine Use	<i>It is recommended that the Safe Schools Department, on behalf of the Toronto Catholic District School Board, arrange and coordinate representation and regular communication with the City of Toronto Crisis Response Program to ensure that the Program can provide crisis response resources in the event of an emergency at a TCDSB school</i>	The Safe Schools Department will communicate regularly with the City of Toronto Crisis Response Program. Since the tragic events of October 6, relationships and ongoing communications have been established with members of the City of Toronto Crisis Response. The Area superintendent and school principals have attended a number community meetings organized by the City of Toronto team in response to other incidents in the City. This has served to increase Board staff’s awareness of some of the social challenges among the communities served by our schools and building of relationships that will help deal proactively with issues that may arise.

		<i>anywhere in the City of Toronto.</i>	
21	<b>Post-Crisis Consultation/ Support</b>  <u>Status of Implementation:</u> Routine Use	<p><i>a) The Toronto Catholic District School Board should ensure that school and other Board staff directly dialogue with parents and guardians of students who have experienced a school crisis. The purpose of the dialogue is to enhance school safety and provide reassurance after a crisis has occurred</i></p> <p><i>b) The Toronto Catholic District School</i></p>	<p>As per TCDSB Board Communication Policy A.37, The Director of Education, or his/her designate will be the official spokesperson of the board during crisis situations. The Director or his/her designate can assist school principals in providing communication to parents and guardians who have experienced a school crisis. The communications should include contact information for Social Work and Psychology staff that are available to support students and parents/guardians during and following a school crisis. The communications can also include tips for parents in supporting their children during and after a traumatic event.</p> <p>TCDSB School Social Workers and Psychology staff, including those School Social Workers and Psychology staff assigned to the impacted schools as well as additional School Social Work and Psychology staff, are made available during crisis situations. These staff persons provide immediate trauma counselling for students that is in keeping with our Catholic faith and values as well as follow up support many months after the occurrence. The School Social Work</p>

		<p><i>Board recognizes that trauma from events such as these can be manifested many months after the fact. Having support staff aware and available to support students and staff is crucial to their long-term mental health.</i></p>	<p>and Psychology staff also provide immediate support for TCDSB staff who are impacted by a traumatic event. Furthermore, the TCDSB has recently developed a staff well-being committee and will continue the important work of determining best available supports for TCDSB staff following traumatic events and at all other times.</p>
22	<p><b>Emergency Procedures During Lunch or Recess Period</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>All TCDSB schools should conduct at least one of their mandated twice-yearly Lockdown drills during a lunch or recess period so that staff and students are aware of the emergency response procedures to be followed when not all staff and students are</i></p>	<p>Safe Schools will direct principals to conduct at least one of their mandated twice-yearly Lockdown drills during a lunch or recess period. Principals will document these drill dates in their Safe Schools Plan.</p>

		<i>in a classroom.</i>	
23	<b>Alternate Safe Place</b>  <u>Status of Implementation:</u> Routine Use	<i>All TCDSB schools should have an alternate “safe place” in addition to a neighbouring school. An alternate “safe place” is needed to address situations where the neighbouring school is unavailable for use as a safe place because the neighbouring school is in a Hold and Secure.</i>	Safe Schools will direct principals to have an alternate “safe place” location in addition to a neighbouring school and ensure this location is communicated to all staff and students.
24	<b>School Staff Crisis Response Training</b>  <u>Status of Implementation:</u> Routine Use	<i>All staff in TCDSB schools must be trained in Lockdown, Hold and Secure, and Shelter in Place procedures. The TCDSB should develop a training video on these emergency procedures and the video should be</i>	Safe Schools has developed a training video related to Emergency Response Procedures. In an effort to review emergency response procedures Principals will present this video to staff at the start of each academic school year.

		<p><i>available on the Board's web site. The video will assist in ensuring training consistency across the Board.</i></p>	
25	<p><b>Emergency Procedures Described in Student Handbook</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>All student Handbooks should fully describe the procedures to be followed when the school is in a Lockdown, Hold and Secure, or Shelter in Place, and these procedures should be reviewed with students by School Administration.</i></p>	<p>Safe Schools will direct principals and appropriate staff to include emergency procedures in their school's student handbook. Principals will review all emergency procedures with students at the start of each academic school year.</p>
26	<p><b>Approaching a School in Lockdown</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>All TCDSB schools should develop and implement a visual cue which can be quickly displayed to alert students and staff approaching a school that the</i></p>	<p>A Lockdown is initiated when the threat/active attacker is inside the school building <u>or</u> on school premises. All schools will be asked to consider this recommendation, and if it is safe to do so, they must comply. Upon being notified of a Lockdown, all students outside the building as per Lockdown protocols, will proceed to the identified alternate safe location. TCDSB will review all Lockdown protocols with Toronto Police Services. The TCDSB together with co-terminus boards are currently reviewing and revising The Police</p>



		<i>school is in Lockdown. When the cue is displayed, students and staff must not try to enter the building, but instead go to the designated safe place.</i>	School Board Protocol and any new revisions will be documented and shared with school and Board staff. Further consultation will be required.
27	<b>Emergencies when Principal and Vice-Principal(s) are Away from School.</b>  <u>Status of Implementation:</u> Routine Use	<i>All School Principals should authorize selected staff member(s) as delegates to initiate emergency response procedures when the Principal and Vice-Principal(s) are away from the school.</i>	The Board will endeavour to ensure administrator presence in all secondary schools.
28	<b>School Resource Officer (SRO) Program of the Toronto Police Service</b>  <u>Status of Implementation:</u> Routine Use	<i>The Trustees of the Toronto Catholic District School Board should approve a motion that indicates the Board's endorsement of the SRO Program and its desire to have the Program continue, as</i>	The Board of Trustees should consider approving a motion as described above.

		<i>it is a highly effective program that assists in keeping Schools safe.</i>	
29	<b>Communication with Students by Toronto Police Service</b>  <u>Status of Implementation:</u> Routine Use	<i>Subject to the Toronto Police Service - Toronto Catholic District School Board Protocol, it is recommended that when investigating a serious criminal event, Toronto Police Officers be permitted to address students to encourage them to provide a trusted Police Officer, or the confidential 222-TIPS phone line, with information that might assist the Police investigation. By doing so, the Toronto Catholic</i>	The Director of Education should direct that this recommendation be implemented immediately as it promotes student safety and is consistent with the objectives of the Police/School Board Protocol.

		<i>District School Board would show that it is not encouraging the belief system held by many youth that Police are not to be trusted.</i>	
30	<b>Official Spokesperson during Crisis Situations</b>  <u>Status of Implementation:</u> Early Implementation	<i>Toronto Catholic District School Board Communication Policy A. 37 provides that the Director of Education, or his/her designate, will be the official spokesperson of the board during crisis situations, and on matters of academic program, administrative, human resource, and education matters, and in the application of a Catholic lens to all educational issues.</i>  <i>It is strongly recommended that</i>	The Board of Trustees should resolve that the Trustee Code of Conduct be amended to explicitly provide that violating TCDSB Communications Policy A.37 by a trustee is a violation of the Trustee Code of Conduct.

		<p><i>the Board of Trustees determine and define disciplinary measures against any member of the Board of Trustees, as permitted under the Toronto Catholic District School Board Trustee Code of Conduct, for violating TCDSB Communications Policy A.37.</i></p>	
31	<p><b>Hand Gun Control</b></p> <p><u>Status of Implementation:</u> Routine Use</p>	<p><i>The Board of Trustees of the Toronto Catholic District School Board should approve a motion to support the Federal Government, the Police, and community groups in doing everything possible to eliminate all illegal hand guns in Canada.</i></p>	<p>It is recommended that the Board of Trustees consider such a motion.</p>

32	<b>Toronto Community Housing Authority</b>  <u>Status of Implementation:</u> Routine Use	<i>The Board of Trustees of the Toronto Catholic District School Board should petition Toronto Community Housing Authority to assert its responsibility as landlord to keep the buildings at 2063 and 2067 Islington Avenue, Toronto, safe for the community who live at those addresses and for other people in the neighbourhood.</i>	It is recommended that the Board of Trustees approve this recommendation.
33	<b>Implementation of Recommendations</b>  <u>Status of Implementation:</u> Routine Use	<i>The Toronto Catholic District School Board should appoint a team to monitor and ensure that progress is made on the implementation of the recommendations made in this Report.</i>	The Director of Education will ensure a team is created to monitor the recommendations and will prepare an annual Report on the status of the implementations of the recommendations. The First Report will be made available in the fall of 2016.

		<p><i>The Director of Education should prepare an annual report to the Board of Trustees on the status of the implementation of these recommendations.</i></p>	
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## REPORT TO

## REGULAR BOARD

### FINANCIAL UPDATE REPORT AS AT DECEMBER 31, 2017

*Proverbs 19:1*

*Better a poor man whose walk is blameless than a fool whose lips are perverse.*

Created, Draft	First Tabling	Review
January 16, 2018	January 25, 2018	
D. Bilenduke, Senior Coordinator, Finance P. De Cock, Comptroller for Business Services & Finance		
<b>INFORMATION REPORT</b>		

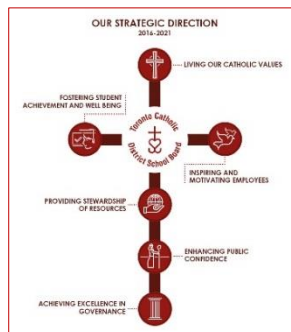
#### **Vision:**

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

#### **Mission:**

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

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



**Rory McGuckin**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**T.B.D.**  
Associate Director  
of Planning and Facilities

**L. Noronha**  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This Budget Status Report as at December 31<sup>st</sup>, 2017 provides a year-to-date look at both revenues and expenditures. This is the first update for fiscal 2017-18 using the Revised Estimates approved by the Board of Trustees in December. The Board is on target to meet the budgeted operating surplus of \$0.1 million for 2017/18. The anticipated surplus of \$10.5 million from the benefits reserve is considered an extraordinary item and has not been included in the preceding operating surplus. A more detailed variance summary is attached as Appendix B. When comparing the percentage spent to this period last year, it is important to know that YTD December 2016 and YTD December 2017 both had 78 teaching days.

*The cumulative staff time required to prepare this report was 20 hours.*

## **B. PURPOSE**

The Budget Status report reviews expenditures, revenues, enrolment and staffing. The report tracks expenditures and revenues by category and compares YTD results to current budget and prior year actuals. Business Services staff investigate and analyse variances in order to detect, correct and report any unfavourable trends and events.

## **C. BACKGROUND**

1. As part of the regular reporting cycle and consistent with best practices as outlined by both the Ministry of Education and District School Board Reporting Workgroup, a monthly Financial Report is prepared detailing any in-year expenditure variances and savings identified by analysing the 2017-18 year-to-date actual expenditures compared to the Revised Budget Estimates. The current year's percentage spent of total budget is compared to the previous year's percentage spent for the same period.
2. All December YTD revenues and expenses have been adjusted for known MOE Public Sector Accounting Board (PSAB) requirements.
3. Attached as Appendix A and B is the December YTD Revenue and Expenditure forecast which has been established as our method of reporting interim financial results.



A high level Revenue and Expenditure summary is presented in the following table:

<b>(000's)</b>	<b>2016/17 Actual</b>	<b>2017/18 Rev. Est.</b>	<b>Change</b>
Expenditure	(1,125,189)	(1,179,350)	(54,161)
Revenue	1,150,908	1,179,404	28,496
ASO Benefit Surplus	0	10,500	10,500
<b>Surplus/(Deficit)</b>	<b>25,719</b>	<b>10,554</b>	<b>(15,165)</b>

The anticipated surplus in 17/18 is \$10.554 million, which is \$15.165 million less than the 2016/17 actual surplus.

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

1. Business Services closely monitors the 2017-18 budget performance to identify areas of potential savings as well as any areas of potential cost pressures to the Board. There were small variances across most expenditure categories based on the 4 months' performance at December 31<sup>st</sup>, 2017 as outlined in Appendix A (attached). Most classroom expenditures occur over a 10-month period while administrative and facilities expenditures are more likely to follow a 12-month model. There are many factors that affect monthly expenditures, but as a rule and as a simple starting point, classroom expenditures are generally 40% spent (4/10) and expenditures associated with administration and facilities are usually 33% spent (4/12).
2. Enrolment remains the key driver for generating Grants for Student Needs (GSNs). The GSNs for the Revised Budget Estimates are calculated using a weighted average of enrolment projections for two count dates, actual enrolment on October 31<sup>st</sup> 2017 and projected enrolment for March 31<sup>st</sup> 2018.

A table of enrolment trends is as follows:

<b>Average Daily Enrolment (ADE) Pupils of the Board</b>	<b>ADE</b>	<b>ADE</b>	<b>ADE</b>
	<b>2016-17 Actual</b>	<b>2017-18 Budget Estimates</b>	<b>2017-18 Revised Estimates</b>
ELEMENTARY	61,219	61,652	61,617
SECONDARY	29,666	29,249	29,191
<b>TOTAL</b>	<b>90,885</b>	<b>90,901</b>	<b>90,808</b>

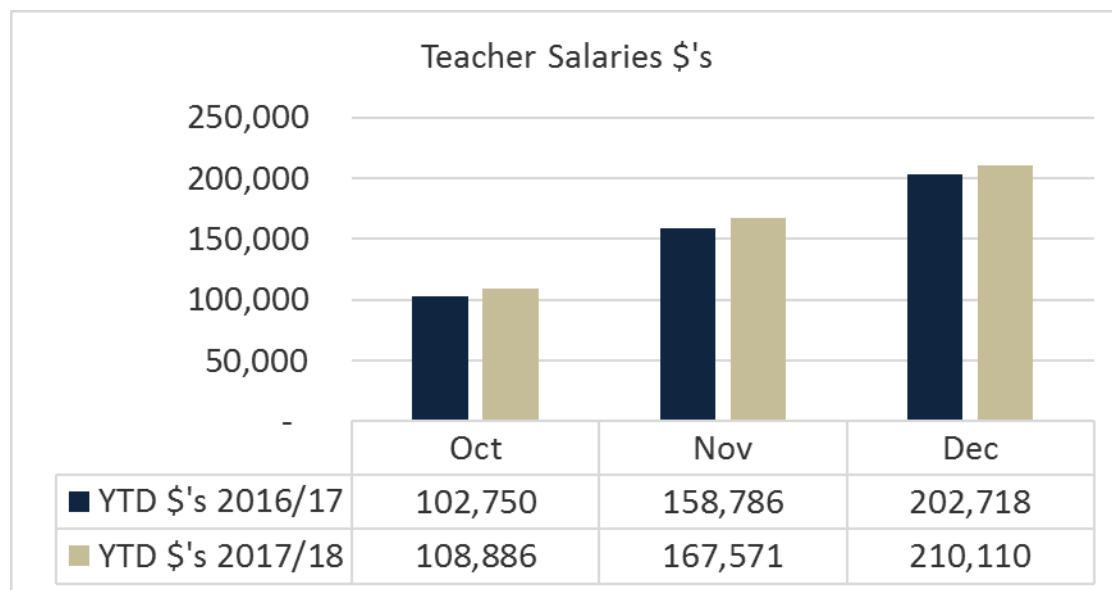
## E. METRICS AND ACCOUNTABILITY

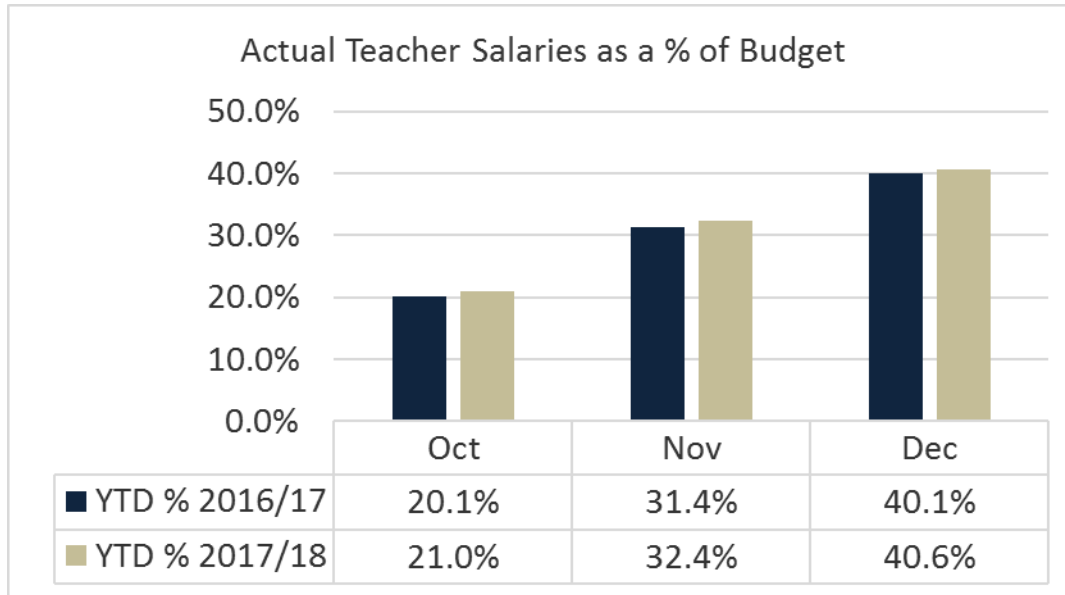
In the following examples, when the percentage of budget comparison is used it means actual YTD expenditure divided by total Revised Budget for 2017/18 and actual YTD expenditure divided by total expenditure for 2016/17. This provides us with a more accurate comparator for 2016/17 and assumes any explained variance in 2016/17 corrected in the 2017/18 Revised Estimates.

The following are trends and issues identified; in order to keep the graph scale relevant, current month expenditures are compared to the previous two periods.

### 1. Teacher Salaries

The following graphs illustrate teacher salaries against the same period last year both in dollars and as a percentage of budget:





***Figure 1 – 16/17 Budget \$511M, 16/17 Actual \$506M, 17/18 Budget \$518M***

The table in the second graph indicates that teacher salaries are approximately .5% higher than the previous year. In conclusion, teacher salaries are running approximately .5% ahead of last year's actual and is 0.6% higher than the expected rate of 40%.

2. Occasional Teachers

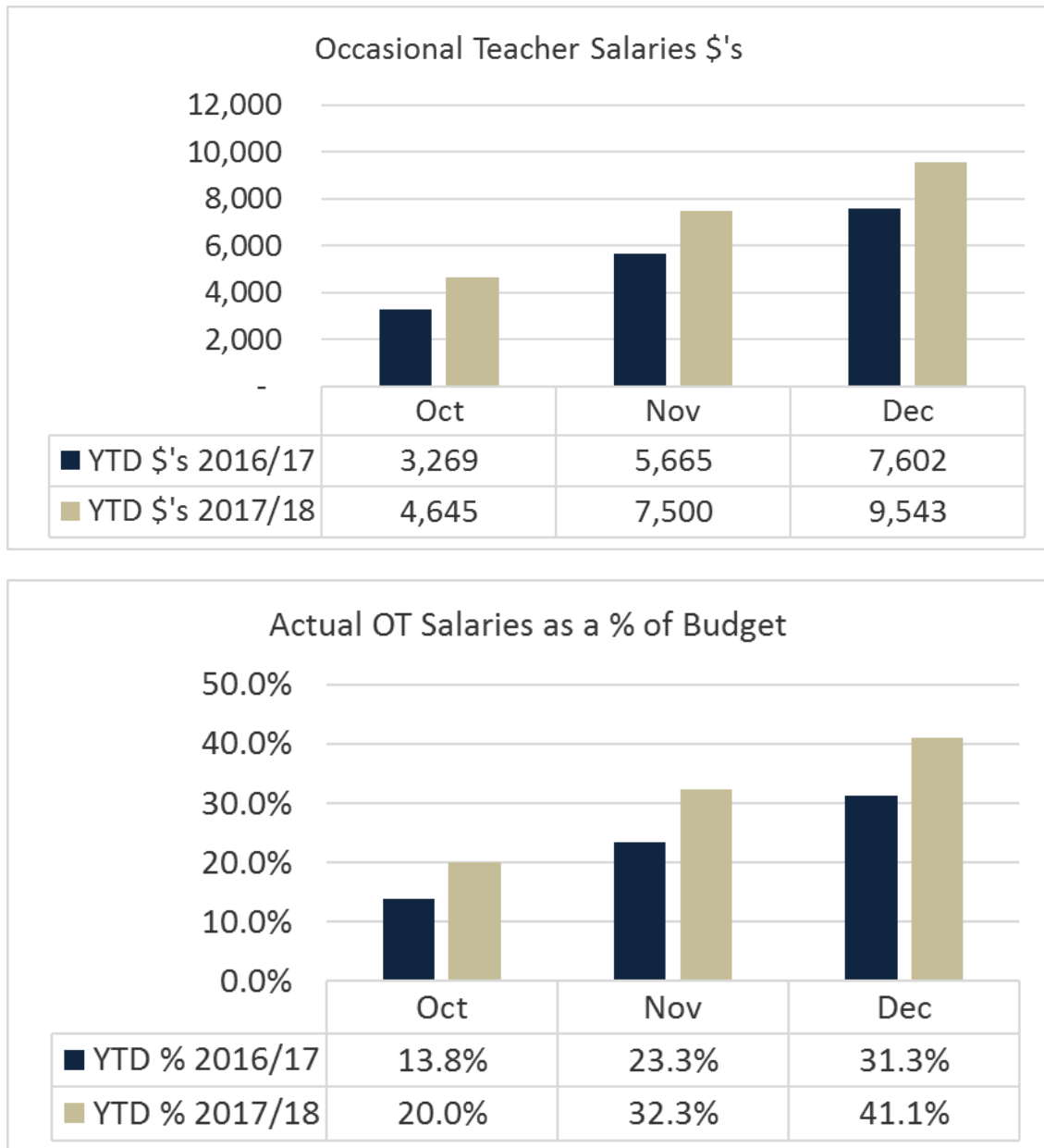
Occasional Teacher expense is \$1.9 million higher than the same period last year. When combined with a total budget reduction of \$1.1 million from last year's actual the percentage spent is at a rate almost 10% higher than last year.

In 16/17 the Board experienced a shortage of Occasional Teachers so the previous year's usage did not accurately portray absenteeism. The Board has made a concerted effort to have more Occasional Teachers available for 2017/18 and this is now reflected in the usage.

The percentage spent of 41.1% is only 1.1% higher than the 40% classroom expenditure benchmark one would expect at this time. Experience has shown that the rate of Occasional Teacher usage increases as the year progresses.

It is management's commitment to fill teacher vacancies due to illness and efforts have been made and will continue to be made to make more Occasional Teachers available. As a result, it is likely that this will cause an additional cost pressure, and will require constant monitoring.

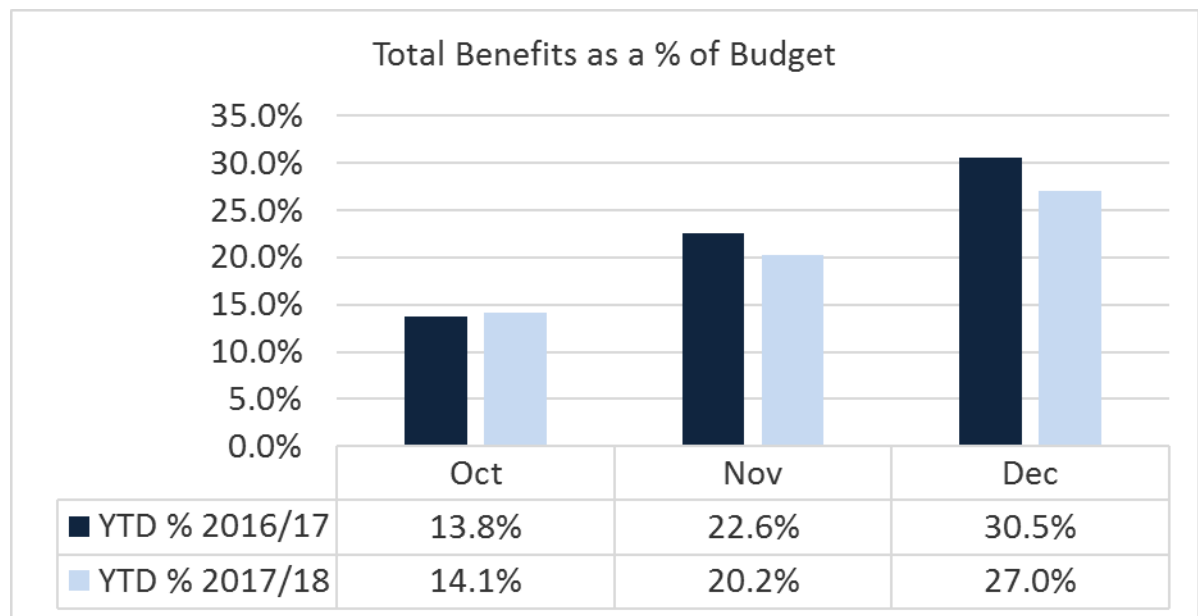
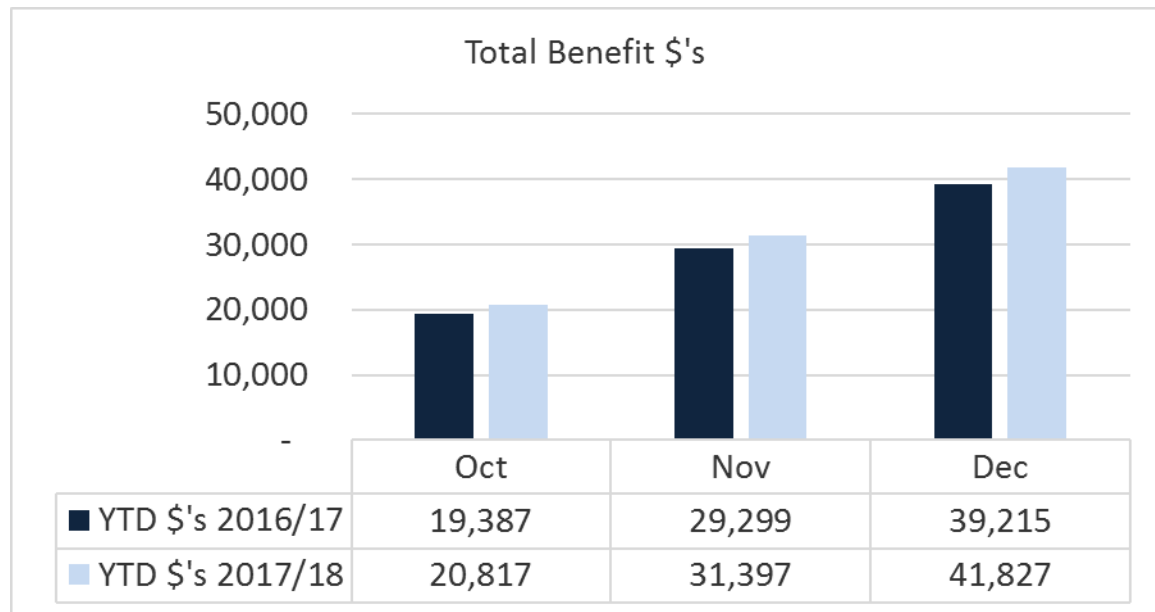
The following graphs illustrate occasional teacher salaries against the same period last year both in dollars and as a percent of budget/actual:



***Figure 2 – 16/17 Budget \$21.7M, 16/17 Actual \$24.3M, 17/18 Budget \$23.2M***

### 3. Benefits

The following graphs illustrate Board wide benefit costs against the same period last year both in dollars and as a percent of budget/actual:



***Figure 3 – 16/17 Budget \$142M, 16/17 Actual \$130M, 17/18 Budget \$155M***

The above graphs indicate that spending is only slightly higher than last year while the current year's budget has been increased 19% over last year's actual. The Board has rolled out an Employee Assistance Program in December that

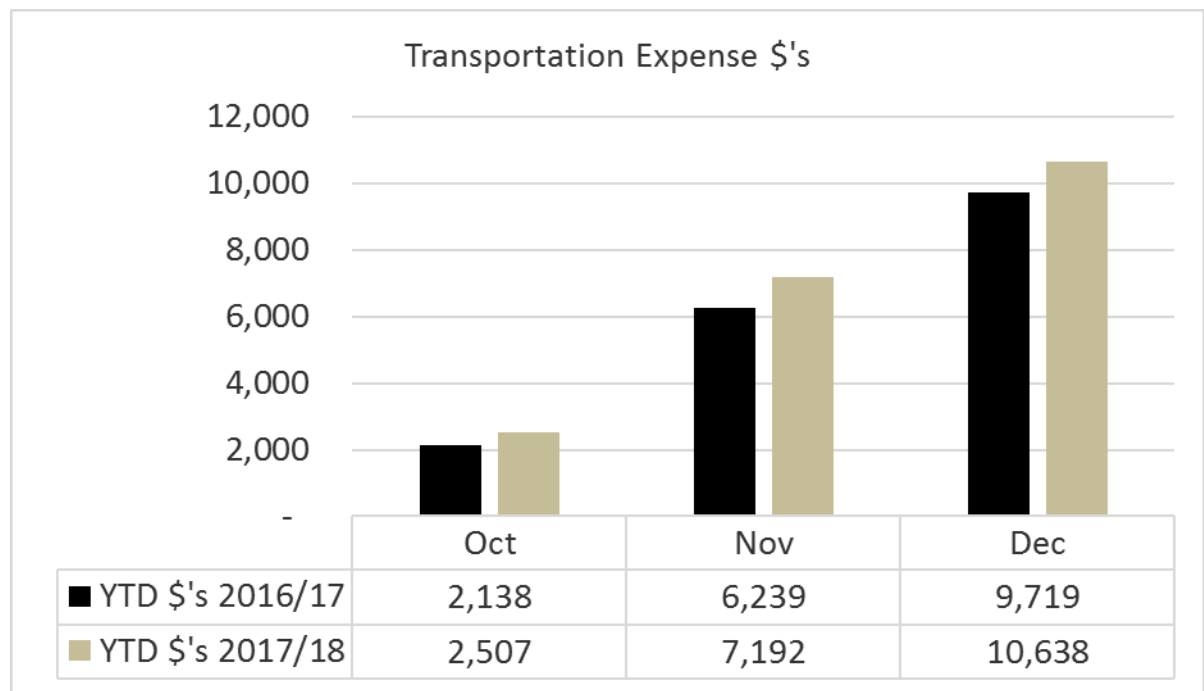
will result in some extra costs going forward. The roll out of the Benefit Trusts has been delayed which creates favourable variances to the Board. Benefits are expected to finish the year under budget.

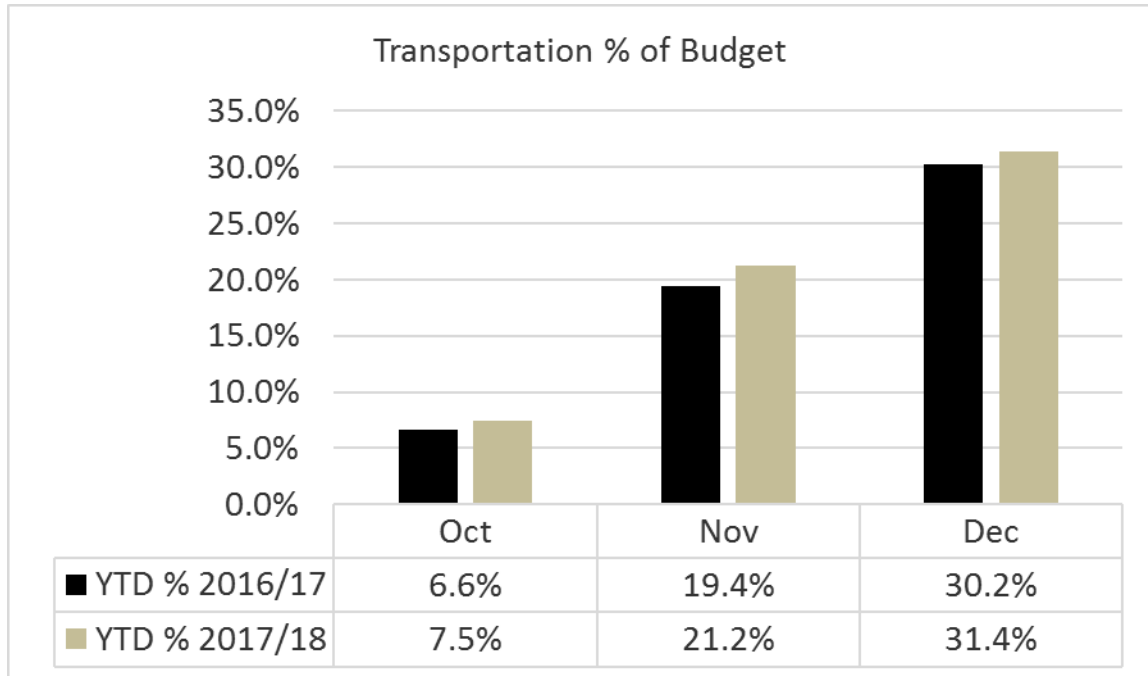
### Transportation

Transportation expense is approximately 1.5% higher than the same period last year and has been consistently higher for each of the previous 3 months. This budget will be scrutinized more closely in the months to come.

There are many variables in transportation including, snow days, new contracts, higher rates and varying volumes of accommodations and utilizations for special needs students.

The following graphs illustrate transportation expense against the same period last year both in dollars and as a percent of budget/actual:





***Figure 4 – 16/17 Budget \$32.3M, 16/17 Actual \$32.1M, 17/18 Budget \$33.9M***

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

2016-17		
Budget (Rev. Estimates)	Financial Statement (August 31, 2017)	Variance

**Grant Revenues (Section 1)**

Pupil Foundation	481,035	481,931	0.2%
School Foundation	63,643	63,775	0.2%
Special Education	121,216	121,259	0.0%
Language	36,205	38,241	0.0%
Outlying, Remote and Rural	-	-	0.0%
Learning Opportunities	48,049	48,525	0.0%
Continuing and Adult Education	15,398	16,954	0.0%
Teacher Q&E	85,322	86,509	1.4%
New Teacher Induction program	441	714	61.8%
ECE Q&E Allocation	5,533	5,084	-8.1%
Restraint Savings	(402)	(402)	0.0%
Transportation	24,532	24,041	-2.0%
Admin and Governance	22,656	22,687	0.1%
School Operations	88,189	88,689	0.6%
Community Use of Schools Grant	1,224	1,224	0.0%
Declining Enrolment	163	39	-76.3%
First Nation, Metis and Inuit	3,997	3,934	-1.6%
Safe Schools Supplement	2,682	2,685	0.1%
55 School Board Trust Funding	3,765	3,765	0.0%
Adjustment to Entitlement - Minor Capital	(25,091)	(25,241)	0.6%
Other	43	43	0.0%
<b>Total Operating Allocation</b>	<b>978,596</b>	<b>984,455</b>	<b>0.6%</b>

**Grants for Capital Purposes**

Capital - non-Land	44,096	28,725	-34.9%
Capital - Land	503	1,019	102.7%
Minor Tangible Capital Assets	25,091	25,241	0.6%
School Renewal	17,155	17,219	0.4%
School Condition Improvement	-	-	0.0%
Temporary Accommodations	3,751	3,751	0.0%
Retrofitting	-	-	0.0%
Short-term Interest	89	144	61.9%
Debt Funding for Capital	15,640	15,642	0.0%
<b>Total Capital Allocation</b>	<b>106,325</b>	<b>91,742</b>	<b>-13.7%</b>

**TOTAL ALLOCATIONS (Section 1)**

<b>1,084,921</b>	<b>1,076,197</b>	<b>-0.8%</b>
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**Revenue Budget Assessment**

2017-18				
Estimates	Revised Estimates	Forecast	Change	
			\$ Increase (Decrease)	% Increase (Decrease)

490,558	490,040	490,040	-	0.0%
64,142	64,058	64,058	-	0.0%
120,036	119,950	119,950	-	0.0%
37,991	37,418	37,418	-	0.0%
-	-	-	-	0.0%
58,711	59,070	59,070	-	0.0%
15,656	16,667	16,667	-	0.0%
89,562	93,669	93,669	-	0.0%
649	649	649	-	0.0%
5,830	5,679	5,679	-	0.0%
(402)	(402)	(402)	-	0.0%
24,964	24,963	24,963	-	0.0%
23,138	23,121	23,121	-	0.0%
88,097	88,130	88,130	-	0.0%
1,262	1,262	1,262	-	0.0%
-	95	95	-	0.0%
4,237	4,415	4,415	-	0.0%
2,819	2,817	2,817	-	0.0%
3,765	3,765	3,765	-	0.0%
(25,775)	(25,884)	(25,884)	-	0.0%
43	43	43	-	0.0%
<b>1,005,280</b>	<b>1,009,523</b>	<b>1,009,523</b>	<b>-</b>	<b>0.0%</b>

78,663	61,928	61,928	-	0.0%
503	-	-	-	0.0%
25,775	25,884	25,884	-	0.0%
16,957	16,960	16,960	-	0.0%
-	-	-	-	0.0%
3,674	3,674	3,674	-	0.0%
-	-	-	-	0.0%
-	-	-	-	0.0%
14,823	14,823	14,823	-	0.0%
<b>140,395</b>	<b>123,268</b>	<b>123,268</b>	<b>-</b>	<b>0.0%</b>

<b>1,145,675</b>	<b>1,132,791</b>	<b>1,132,791</b>	<b>-</b>	<b>0.0%</b>
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2016-17		
Budget (Rev. Estimates)	Financial Statement (August 31, 2017)	Variance

**Adjustments: (Sec 1A)**

Amounts flowed to DCC	(44,096)	(28,724)	-34.9%
Amounts flowed to Deferred Revenue	(190,888)	(191,678)	0.4%
Tax Revenues	(421,124)	(425,967)	1.2%
<b>TOTAL LEGISLATIVE GRANTS</b>	<b>428,814</b>	<b>429,828</b>	<b>0.2%</b>

**Other Revenues**

School Generated Funds	29,928	31,492	5.2%
Rentals	3,535	5,021	42.0%
Continuing Education Fees	63	54	-14.4%
Other Grants	16,511	13,914	-15.7%
Staff on Loan	3,347	2,979	-11.0%
Tuition Fees	18,449	19,866	7.7%
Miscellaneous Revenues (incl EDC's for Land)	7,623	30,666	302.3%
<b>Non Grant Revenue</b>	<b>79,455</b>	<b>103,991</b>	<b>30.9%</b>

**Total Taxation**

	<b>421,124</b>	<b>425,967</b>	<b>1.2%</b>
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**Deferred Revenues**

Deferred Revenues - Legislative Grants	169,540	170,511	0.6%
Amortization of DCC	50,883	52,149	2.5%
DCC on disposal of assets	-	-	0.0%

**Net Deferred Revenue / Capital Contributions**

	<b>220,423</b>	<b>222,660</b>	<b>1.0%</b>
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**TOTAL REVENUES (Schedule 9)**

	<b>1,149,816</b>	<b>1,182,446</b>	<b>2.8%</b>
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**Revenue Budget Assessment**

2017-18				
Estimates	Revised Estimates	Forecast	Change	
			\$ Increase (Decrease)	% Increase (Decrease)

(78,663)	(61,928)	(61,928)	-	0.0%
(189,302)	(189,508)	(189,508)	-	0.0%
(430,967)	(421,124)	(421,124)	-	0.0%
<b>446,742</b>	<b>460,232</b>	<b>460,232</b>	<b>-</b>	<b>0.0%</b>

29,928	31,492	31,492	-	0.0%
4,035	4,983	4,983	-	0.0%
45	45	45	-	0.0%
16,106	16,282	16,282	-	0.0%
3,354	2,979	2,979	-	0.0%
20,052	20,987	20,987	-	0.0%
38,449	89,375	89,375	-	0.0%
<b>111,971</b>	<b>166,143</b>	<b>166,143</b>	<b>-</b>	<b>0.0%</b>

<b>430,967</b>	<b>421,124</b>	<b>421,124</b>	<b>-</b>	<b>0.0%</b>
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169,092	169,025	169,025	-	0.0%
51,895	53,909	53,909	-	0.0%
-	-	-	-	0.0%

<b>220,987</b>	<b>222,934</b>	<b>222,934</b>	<b>-</b>	<b>0.0%</b>
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<b>1,210,667</b>	<b>1,270,433</b>	<b>1,270,433</b>	<b>-</b>	<b>0.0%</b>
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For the Month Ending December 31, 2017  
(\$ thousands)

Revenue Risk Assessment					
	Actual Revenue 2016-17	Actual to December 31/16	Actual Revenue 2017-18	Actual to December 31/17	Year-to year Increase (Decrease)
	to December 31/16	% of Actual Received	to December 31/17	% of Revised Estimates	
<b>Grant Revenues (Section 1)</b>					
Pupil Foundation	174,755	36.26%	179,606	36.65%	0.4%
School Foundation	23,121	36.25%	23,484	36.66%	0.4%
Special Education	44,037	36.32%	43,948	36.64%	0.3%
Language	13,153	34.39%	13,910	37.17%	2.8%
Outlying, Remote and Rural	-	0.00%	-	0.00%	0.0%
Learning Opportunities	17,456	35.97%	21,496	36.39%	0.4%
Continuing and Adult Education	5,594	32.99%	5,732	34.39%	1.4%
Teacher Q&E	30,997	35.83%	32,791	35.01%	(0.8%)
New Teacher Induction program	160	22.45%	238	36.61%	14.2%
ECE Q&E Allocation	2,010	39.53%	2,134	37.58%	(1.9%)
Restraint Savings	(146)	36.33%	(147)	36.61%	0.3%
Transportation	8,912	37.07%	9,140	36.61%	(0.5%)
Admin and Governance	8,231	36.28%	8,471	36.64%	0.4%
School Operations	32,038	36.12%	32,255	36.60%	0.5%
Community Use of Schools Grant	445	36.33%	462	36.61%	0.3%
Declining Enrolment	59	153.03%	-	0.00%	(153.0%)
First Nation, Metis and Inuit	1,452	36.91%	1,551	35.13%	(1.8%)
Safe Schools Supplement	974	36.28%	1,032	36.64%	0.4%
55 School Board Trust Funding	1,368	36.33%	1,378	36.61%	0.3%
Adjustment to Entitlement - Minor Capital	(9,115)	36.11%	(9,437)	36.46%	0.3%
Other	16	0.00%	16	36.61%	36.6%
<b>Total Operating Allocation</b>	<b>355,515</b>	<b>36.11%</b>	<b>368,060</b>	<b>36.46%</b>	<b>0.3%</b>
<b>Grants for Capital Purposes</b>					
Capital - non-Land	975	3.39%	1,906	3.08%	(0.3%)
Capital - Land	183	0.00%	184	0.00%	0.0%
Minor Tangible Capital Assets	9,115	36.11%	9,437	36.46%	0.3%
School Renewal	6,232	36.19%	6,209	36.61%	0.4%
School Condition Improvement	-	0.00%	-	0.00%	0.0%
Temporary Accommodations	1,363	36.33%	1,345	36.61%	0.3%
Retrofitting	-	0.00%	-	0.00%	0.0%
Short-term Interest	32	22.45%	-	0.00%	(22.4%)
Debt Funding for Capital	7,375	47.15%	6,754	45.57%	(1.6%)
<b>Total Capital Allocation</b>	<b>25,276</b>	<b>27.55%</b>	<b>25,835</b>	<b>20.96%</b>	<b>(6.6%)</b>
<b>TOTAL ALLOCATIONS (Section 1)</b>	<b>380,791</b>	<b>35.38%</b>	<b>393,895</b>	<b>34.77%</b>	<b>(0.6%)</b>

For the Month Ending December 31, 2017  
(\$ thousands)

(\$ thousands)

Revenue Risk Assessment						
	Actual Revenue 2016-17	Actual to December 31/16		Actual Revenue 2017-18	Actual to December 31/17	Year-to year Increase (Decrease)
	to December 31/16	% of Actual Received		to December 31/17	% of Revised Estimates	
Adjustments: (Sec 1A)						
Amounts flowed to DCC	(9,176)	32%		(18,139)	29.29%	(2.7%)
Amounts flowed to Deferred Revenue	(69,614)	36%		(61,950)	32.7%	(3.6%)
Tax Revenues	(140,375)	33%		(143,656)	34.1%	1.2%
TOTAL LEGISLATIVE GRANTS	161,627	37.60%		170,150	36.97%	(0.6%)
Other Revenues						
School Generated Funds	-	0.00%		-	0.00%	0.0%
Rentals	1,521	30.30%	b	1,993	39.99%	9.7%
Continuing Education Fees	14	26.84%	c	17	36.95%	10.1%
Other Grants	3,224	23.17%		3,469	21.31%	(1.9%)
Staff on Loan	241	8.10%	d	17	0.57%	(7.5%)
Tuition Fees	7,379	37.15%		8,395	40.00%	2.9%
Miscellaneous Revenues (incl EDC's for Large	2,976	9.70%		3,446	3.86%	(5.8%)
Non Grant Revenue	15,356	14.77%		17,337	10.43%	(4.3%)
Total Taxation	140,375	32.95%		143,656	34.11%	1.2%
Deferred Revenues						
Deferred Revenues - Legislative Grants	61,829	36.26%		62,122	36.75%	0.5%
Amortization of DCC	16,961	32.52%		17,970	33.33%	0.8%
DCC on disposal of assets	-	0.00%		-	0.00%	0.0%
Net Deferred Revenue / Capital Contributions	78,790	35.39%		80,092	35.93%	0.5%
TOTAL REVENUES (Schedule 9)	396,147	33.50%		411,234	32.37%	(1.1%)

**Toronto Catholic DSB**  
**Interim Financial Report**  
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(\$ thousands)

				Budget Assessment			
2016-17				2017-18			
	Budget (Rev Estimates)	Financial Statements (August 2017)	Variance			Change	
				Revised Estimates Budget	Forecast	\$ Increase (Decrease)	% Increase (Decrease)
<b>OPERATING</b>							
<b>Classroom Instruction</b>							
<b>Teachers</b>							
Salary	510,960	506,003	(1.0%)	517,852	518,852	1,000	0.2%
Benefits	70,629	69,303	(1.9%)	80,794	78,494	(2,300)	(2.8%)
Other	610	574	(6.0%)	610	610	-	0.0%
<b>Occasional Teachers</b>							
Salary	21,715	24,311	12.0%	23,212	25,533	2,321	10.0%
Benefits	4,843	2,510	(48.2%)	6,042	6,042	-	0.0%
Other	-	-		-	-	-	0.0%
<b>Educational Assistants and ECEs</b>							
Salary	58,496	57,784	(1.2%)	60,759	60,759	-	0.0%
Benefits	19,082	17,548	(8.0%)	20,242	19,621	(621)	(3.1%)
Other	-	-	0.0%	-	-	-	0.0%
<b>Classroom Computers</b>	8,663	3,454	(60.1%)	9,866	9,866	-	0.0%
<b>Textbooks and Supplies</b>	22,826	21,087	(7.6%)	25,147	25,147	-	0.0%
<b>Professionals and Paraprofessionals</b>							
Salary	34,885	35,696	2.3%	36,053	36,053	-	0.0%
Benefits	9,400	8,941	(4.9%)	9,630	9,630	-	0.0%
Other	5,241	2,956	(43.6%)	5,745	5,745	-	0.0%
<b>Library and Guidance</b>							
Salary	14,381	13,947	(3.0%)	14,467	14,467	-	0.0%
Benefits	2,534	1,930	(23.8%)	2,730	2,730	-	0.0%
Other	-	1	0.0%	-	-	-	0.0%
<b>Staff Development</b>							
Salary	2,089	2,345	12.3%	1,863	1,863	-	0.0%
Benefits	227	265	16.9%	249	249	-	0.0%
Other	861	454	(47.3%)	1,090	1,090	-	0.0%
<b>Department Heads</b>							
Salary	2,433	1,317	(45.9%)	2,707	2,707	-	0.0%
Benefits	-	-	0.0%	-	-	-	0.0%
Other	-	-	0.0%	-	-	-	0.0%
<b>Principal and Vice-Principals</b>							
Salary	36,352	36,119	(0.6%)	37,149	37,149	-	0.0%
Benefits	5,165	4,606	(10.8%)	4,713	4,713	-	0.0%
Other	141	40	(71.5%)	137	137	-	0.0%
<b>School Office</b>							
Salary	17,389	18,389	5.7%	17,627	17,627	-	0.0%
Benefits	5,561	5,116	(8.0%)	5,570	5,570	-	0.0%
Other	1,700	1,350	(20.6%)	2,236	2,236	-	0.0%

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				Budget Assessment			
2016-17				2017-18			
	Budget (Rev Estimates)	Financial Statements (August 2017)	Variance			Change	
				Revised Estimates Budget	Forecast	\$ Increase (Decrease)	% Increase (Decrease)
<b>Co-ordinators and Consultants</b>					-		
Salary	4,468	3,933	(12.0%)	4,593	4,593	-	0.0%
Benefits	851	653	(23.3%)	759	759	-	0.0%
Other	64	6	(90.4%)	62	62	-	0.0%
<b>Continuing Education</b>					-		
Salary	17,905	17,835	(0.4%)	18,183	18,183	-	0.0%
Benefits	2,799	514	(81.6%)	2,820	2,820	-	0.0%
Other	2,450	4,999	104.1%	2,578	2,578	-	0.0%
<b>Amortization and Write-downs</b>	4,840	4,965	2.6%	4,992	4,992	-	0.0%
<b>Total Instruction</b>	<b>889,562</b>	<b>868,949</b>	<b>-2.3%</b>	<b>920,476</b>	<b>920,876</b>	<b>400</b>	<b>0.0%</b>
<b>Administration</b>							
<b>Trustees</b>							
Salary	255	248	(2.9%)	256	256	-	0.0%
Benefits	11	9	(18.3%)	11	11	-	0.0%
Other	590	335	(43.3%)	589	589	-	0.0%
<b>Director/Supervisory Officers</b>					-		
Salary	2,890	2,866	(0.8%)	2,860	2,860	-	0.0%
Benefits	897	824	(8.2%)	939	939	-	0.0%
Other	84	52	(37.8%)	84	84	-	0.0%
<b>Board Administration</b>					-		
Salary	12,724	12,535	(1.5%)	13,643	13,643	-	0.0%
Benefits	3,442	3,333	(3.2%)	3,613	3,413	(200)	(5.5%)
Other	3,359	2,813	(16.3%)	4,256	4,256	-	0.0%
<b>Amortization and Write-downs</b>	255	261	2.6%	1,533	1,533	-	0.0%
<b>Total Administration</b>	<b>24,507</b>	<b>23,275</b>	<b>-5.0%</b>	<b>27,783</b>	<b>27,583</b>	<b>(200)</b>	<b>(0.7%)</b>
<b>Transportation</b>							
Salary	982	931	(5.2%)	993	993	-	0.0%
Benefits	237	243	2.3%	245	245	-	0.0%
Other	32,343	32,147	(0.6%)	33,907	33,907	-	0.0%
<b>Total Transportation</b>	<b>33,562</b>	<b>33,320</b>	<b>-0.7%</b>	<b>35,145</b>	<b>35,145</b>	<b>-</b>	<b>0.0%</b>
<b>Pupil Accommodation</b>							
<b>School Operations and Maintenance</b>							
Salary	46,532	42,553	(8.6%)	46,809	46,809	-	0.0%
Benefits	14,309	13,020	(9.0%)	14,999	14,999	-	0.0%

**Toronto Catholic DSB**  
**Interim Financial Report**  
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(\$ thousands)

				Budget Assessment			
2016-17				2017-18			
	Budget (Rev Estimates)	Financial Statements (August 2017)	Variance			Change	
				Revised Estimates Budget	Forecast	\$ Increase (Decrease)	% Increase (Decrease)
Other	32,635	34,206	4.8%	34,059	33,859	(200)	(0.6%)
School Renewal	729	2,326	219.2%	441	441	-	0.0%
Other Pupil Accommodation	19,511	19,393	(0.6%)	18,044	18,044	-	0.0%
Amortization and Write-downs	45,850	47,034	2.6%	47,443	47,443	-	0.0%
<b>Total Pupil Accommodation</b>	<b>159,565</b>	<b>158,532</b>	-0.6%	<b>161,795</b>	<b>161,595</b>	<b>(200)</b>	<b>(0.1%)</b>
Other							
School Generated Funds -Expenditures	-	-	0.0%	31,492	31,492	-	0.0%
Salary	8,591	9,347	8.8%	8,591	8,591	-	0.0%
Benefits	1,701	775	(54.5%)	1,804	1,804	-	0.0%
Other	1,165	6,579	464.5%	841	841	-	0.0%
Amortizations		-	-			-	0.0%
Loss on disposal of assets		-	0.0%			-	0.0%
Other (EDC)	-		0.0%	71,950	71,950	-	0.0%
<b>Total Other Expenditures</b>	<b>11,458</b>	<b>16,701</b>	45.8%	<b>114,679</b>	<b>114,679</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,118,653</b>	<b>1,100,777</b>	<b>(0)</b>	<b>1,259,878</b>	<b>1,259,879</b>	<b>0</b>	<b>0.0%</b>
<b>Total Revenue</b>				<b>(1,270,433)</b>	<b>(1,270,433)</b>	<b>-</b>	
<b>Less: ASO Benefit Surplus</b>				<b>10,500</b>	<b>10,500</b>		
				<b>(54)</b>	<b>(54)</b>	<b>0</b>	

**Toronto Catholic DSB**  
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**(\$ thousands)**

For the Month Ending December 31, 201 (\$ thousands)	4/12 33.3%		4/10 40.0%		
	Risk Assessment				
	Actual Spending 2016-17	Actual to Dec 31/16	Actual Spending 2017-18	Actual to Dec 31/17	Year-to year Increase (Decrease)
	to Dec 31/16	% of Actual Spent	to Dec 31/17	% of Revised Estimate	
OPERATING					
Classroom Instruction					
Teachers					
Salary	202,718	40.06%	210,110	40.57%	0.5%
Benefits	18,781	27.10%	19,518	24.16%	(2.9%)
Other	92	16.04%	128	21.01%	5.0%
Occasional Teachers					
Salary	7,602	31.27%	9,543	41.11%	9.8%
Benefits	672	26.77%	1,733	28.69%	1.9%
Other	-	0.00%	-	0.00%	0.0%
Educational Assistants and ECEs					
Salary	21,865	37.84%	22,310	36.72%	(1.1%)
Benefits	6,274	35.75%	6,266	30.95%	(4.8%)
Other	-	0.00%	-	0.00%	0.0%
Classroom Computers	1,539	44.56%	1,664	16.87%	(27.7%)
Textbooks and Supplies	7,221	34.25%	10,634	42.29%	8.0%
Professionals and Paraprofessionals					
Salary	13,382	37.49%	13,551	37.58%	0.1%
Benefits	2,932	32.80%	3,119	32.39%	(0.4%)
Other	696	23.55%	1,278	22.25%	(1.3%)
Library and Guidance					
Salary	5,050	36.21%	5,907	40.83%	4.6%
Benefits	566	29.33%	605	22.16%	(7.2%)
Other	0	18.83%	0	0.00%	(18.8%)
Staff Development					
Salary	1,374	58.57%	1,189	63.81%	5.2%
Benefits	109	40.98%	112	45.17%	4.2%
Other	86	18.85%	96	8.83%	(10.0%)
Department Heads					
Salary	475	36.04%	483	17.85%	(18.2%)
Benefits	-	0.00%	-	0.00%	0.0%
Other	-	0.00%	-	0.00%	0.0%
Principal and Vice-Principals					
Salary	14,419	39.92%	14,647	39.43%	(0.5%)
Benefits	1,244	27.02%	1,384	29.37%	2.4%
Other	3	8.27%	1	1.03%	(7.2%)
School Office					
Salary	6,026	32.77%	6,235	35.37%	2.6%
Benefits	1,732	33.85%	1,838	33.00%	(0.8%)
Other	405	29.98%	510	27.26%	(2.7%)

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**Interim Financial Report**  
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(\$ thousands)

	4/12 33.3%	4/10 40.0%	Risk Assessment		
	Actual Spending 2016-17	Actual to Dec 31/16	Actual Spending 2017-18	Actual to Dec 31/17	Year-to year Increase (Decrease)
	to Dec 31/16	% of Actual Spent	to Dec 31/17	% of Revised Estimate	
<b>Co-ordinators and Consultants</b>					
Salary	1,589	40.41%	2,000	43.54%	3.1%
Benefits	262	40.16%	241	31.80%	(8.4%)
Other	1	19.83%	1	2.10%	(17.7%)
<b>Continuing Education</b>					
Salary	4,592	25.75%	4,536	24.94%	(0.8%)
Benefits	884	171.92%	808	28.64%	(143.3%)
Other	752	15.04%	683	26.49%	11.4%
<b>Amortization and Write-downs</b>	-	0.00%	-	0.00%	0.0%
<b>Total Instruction</b>	<b>323,342</b>	<b>37.21%</b>	<b>341,232</b>	<b>37.07%</b>	<b>(0.1%)</b>
<b>Administration</b>					
<b>Trustees</b>					
Salary	82	33.24%	83	32.23%	(1.0%)
Benefits	3	32.78%	3	27.58%	(5.2%)
Other	244	72.80%	263	44.74%	(28.1%)
<b>Director/Supervisory Officers</b>					
Salary	954	33.29%	1,026	35.89%	2.6%
Benefits	241	29.23%	283	30.12%	0.9%
Other	11	20.29%	10	12.07%	(8.2%)
<b>Board Administration</b>					
Salary	4,041	32.24%	4,344	31.84%	(0.4%)
Benefits	1,060	31.79%	1,105	30.58%	(1.2%)
Other	1,050	37.32%	1,277	29.99%	(7.3%)
<b>Amortization and Write-downs</b>	-	0.00%	-	0.00%	0.0%
<b>Total Administration</b>	<b>7,685</b>	<b>33.02%</b>	<b>8,394</b>	<b>30.21%</b>	<b>(2.8%)</b>
<b>Transportation</b>					
Salary	291	31.31%	315	31.72%	0.4%
Benefits	73	30.11%	73	29.94%	(0.2%)
Other	9,719	30.23%	10,638	31.37%	1.1%
<b>Total Transportation</b>	<b>10,084</b>	<b>30.26%</b>	<b>11,026</b>	<b>31.37%</b>	<b>1.1%</b>
<b>Pupil Accommodation</b>					
<b>School Operations and Maintenance</b>					
Salary	15,262	35.87%	15,149	32.36%	(3.5%)
Benefits	4,414	33.90%	4,459	29.73%	(4.2%)



**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending December 31, 201**  
**(\$ thousands)**

For the Month Ending December 31, 2017 (\$ thousands)	4/12 33.3%		4/10 40.0%		
	Risk Assessment				
	Actual Spending 2016-17	Actual to Dec 31/16	Actual Spending 2017-18	Actual to Dec 31/17	Year-to year Increase (Decrease)
	to Dec 31/16	% of Actual Spent	to Dec 31/17	% of Revised Estimate	
Other	12,247	35.80%	9,402	27.60%	(8.2%)
School Renewal	2,250	96.73%	1,592	360.89%	264.2%
Other Pupil Accommodation	4,069	20.98%	2,294	12.71%	(8.3%)
Amortization and Write-downs	16,493	35.07%	17,680	37.27%	2.2%
Total Pupil Accommodation	54,735	34.53%	50,575	31.26%	(3.3%)
Other					
School Generated Funds -Expenditures		0.00%		0.00%	0.0%
Salary	2,395	25.62%	2,705	31.48%	5.9%
Benefits	255	32.91%	279	15.46%	(17.4%)
Other	1,049	15.95%	1,420	168.74%	152.8%
Amortizations		0.00%		0.00%	0.0%
Loss on disposal of assets		0.00%		0.00%	0.0%
Other (EDC)		0.00%		0.00%	0.0%
Total Other Expenditures	3,699	22.15%	4,403	3.84%	(18.3%)
TOTAL EXPENDITURES	399,545	36.30%	415,630	33.0%	(3.3%)
Total Revenue	396,147		411,234		
Less: ASO Benefit Surplus	3,398		4,396		



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO RENTAL OF SURPLUS SCHOOL SPACE & PROPERTIES POLICY (B.R.01); RESCIND OF RENTAL OF PROPERTIES (B.R.03) & RENTAL OF SCHOOL ACCOMMODATION (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
January 16, 2018	January 25, 2018	
Angela Kennedy, Chair, Governance and Policy Committee Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

### Vision:

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

### Mission:

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

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



### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends that Rental of Surplus School Space policy (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”.

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

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

1. APPENDIX A: Current Rental of Surplus School Space (B.R.01), Rental of Properties (B.R.03) and Rental of School Accommodation (B.R.04) policies
2. APPENDIX B: Rental of Surplus School Space policy (B.R.01) with proposed amendments.

## **D. COMMITTEE RECOMMENDATION**

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

- (1) rescind the Rental of Properties (B.R.03) and Rental of School Accommodation (B.R.04) policies; and
- (2) approve the Rental of Surplus School Space policy (B.R.01) as amended and proposed 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.* \_\_\_\_\_

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## **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> January 2023	<b>Dates of Amendments:</b> January 25, 2018
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**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, license 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 **an 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:

**Staff to report back annually in January as to percentage of surplus space rented and/or leased out.**



## REPORT TO

## REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON RESCIND OF SABBATICAL LEAVE POLICIES (H.M.04 & H.M.05)

*There is a time for everything, and a season for every activity under the heavens.  
Ecclesiastes 3:1*

Created, Draft	First Tabling	Review
January 16, 2018	January 25, 2018	

Angela Kennedy, Chair, Governance and Policy Committee  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

### RECOMMENDATION REPORT

**Vision:**

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**Mission:**

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### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends rescinding the Sabbatical Leave for Postgraduate Study policy (H.M.04) and the Sabbatical Leave for Undergraduate or Nondegree Study policy (H.M.05) because the TCDSB is no longer in the practice of granting these leaves.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends policies to be rescinded.

## **C. APPENDIX**

1. APPENDIX A: Sabbatical Leave for Postgraduate Study policy (H.M.04)
2. APPENDIX B: Sabbatical Leave for Undergraduate or Nondegree Study policy (H.M.05)

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and rescind the Sabbatical Leave for Postgraduate Study policy (H.M.04) and the Sabbatical Leave for Undergraduate or Nondegree Study policy (H.M.05).

## TCDSB Policy Register

### Sabbatical Leave For Postgraduate Study H.M.04

<b>Date Approved:</b> June 73	<b>Date of Review:</b> 2 Oct 06	<b>Dates of Amendment:</b> 16 Oct 86
<b>Cross Reference:</b>		

#### Policy:

A sabbatical leave may be granted by the TCDSB upon the recommendation of the Director of Education for approved postgraduate study to an employee who is not provided for within a collective agreement.

#### Regulations:

1. (a) Employees with seven (7) years of successful experience with the TCDSB may apply for a sabbatical to undertake an approved postgraduate program of studies and will be paid 80% of their regular salary plus benefits.
- (b) Employees who undertake any program of studies at the request of the TCDSB shall be paid 100% of salary plus benefits and reimbursed for tuition fees.
2. The sabbatical study leave shall not exceed one year.
3. (a) The salary paid during a sabbatical leave shall be considered as a loan.
- (b) One third of the loan will be considered repaid for each year of employment after reassignment.
4. Applications for a sabbatical leave shall be made on or before the 31 December of the year preceding the special leave.
5. The TCDSB may grant up to two (2) sabbatical leaves per year.

## TCDSB Policy Register

### Sabbatical Leave For Undergraduate Or Nondegree Study H.M.05

<b>Date Approved:</b> June 73	<b>Date of Review:</b> 2 Oct 06	<b>Dates of Amendment:</b> 16 Oct 86; 17 May 84
<b>Cross Reference:</b>		

#### Policy:

A sabbatical leave may be granted by the TCDSB upon the recommendation of the Director of Education for approved undergraduate/nondegree study to an employee who is not provided for within a collective agreement.

#### Regulations:

1. Support personnel with seven (7) years of successful experience with TCDSB may apply for a sabbatical to undertake approved undergraduate/non-degree study and 100% of their regular salary plus benefits will be paid.
2. The sabbatical study leave shall not exceed one year.
3. (a) The salary paid during a sabbatical leave shall be considered as a loan.  
(b) One third of the loan will be considered repaid for each year of employment after reassignment.
4. Applications for a sabbatical leave shall be made on or before the 31 December of the year preceding the special leave.
5. The TCDSB may grant up to two (2) sabbatical leaves per year.



## REPORT TO

## REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO ACCESSIBILITY STANDARDS POLICY (A.35)

*Do to others as you would have them do to you.  
Luke 6:31*

Created, Draft	First Tabling	Review
January 16, 2018	January 25, 2018	

Angela Kennedy, Chair, Governance and Policy Committee  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

### RECOMMENDATION REPORT

**Vision:**

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**Members of the Committee:**

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Accessibility Standards policy (A.35) and the Multi-Year Accessibility Plan to reflect legislative requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

APPENDIX A: Accessibility Standards policy (A.35) and TCDSB Multi-Year Accessibility Plan

## **D. COMMITTEE RECOMMENDATION**

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

- (1) approve the Accessibility Standards policy (A.35) as amended and proposed in Appendix A; and
- (2) approve the Multi-Year Accessibility Plan in Appendix A for consult at the level of “involve”.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

Date Approved:

September 12, 2013

Date of Next Review:

January 2023

Dates of Amendments:

January 25, 2018

**Cross References:**

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

~~Accessibility Standard for Customer Service, Ontario Regulation 429/07~~

*Integrated Accessibility Standards, Ontario Regulation 191/11*

*Ontario Human Rights Code*

*Ontarians with Disabilities Act, 2001*

**TCDSB Policy Accessibility Standards for Services and Facilities (A.36)**

**TCDSB Policy Workplace Accommodation for Employees with Disabilities (H.M.38)**

**Appendix ‘A’- TCDSB Multi-Year Accessibility Plan**

**Purpose:**

The Toronto Catholic District School Board (“TCDSB”) is committed to providing an environment in all of its facilities that fosters independence, dignity, **and** respect, ~~and~~ **TCDSB is committed** to providing services that are free of barriers and biases to our students, parents/guardians, **trustees**, the public and our staff. The Board strives to ensure that the principle of equity of opportunity is reflected and valued in its learning and working environments.

The TCDSB is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve and is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to **learning**, information and communication, employment, and student transportation.





POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

### Scope and Responsibility:

This policy applies to all operational policies and procedures in all facilities within TCDSB and applies to all members of the TCDSB community, including students, employees, **trustees**, volunteers and visitors. The Director of Education is responsible for this policy.

### Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Providing Stewardship of Resources

Inspiring and Motivating Employees

### Financial Impact:

~~There may be significant financial impact to the Board for non-compliance in relation to the statutory obligations set within the *Accessibility for Ontarians with Disabilities Act*.~~

### Legal Framework:

~~The TCDSB is obligated to comply with all statutory obligations in regards to accessibility for persons with disabilities on Board properties. The Board is dedicated to ensuring that the governing laws of Ontario, in relation to persons with disabilities, are adhered to by our staff, students, volunteers, visitors and members of the Catholic community.~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

### Policy:

~~Following the obligations set out in the *Accessibility for Ontarians with Disabilities Act*, 2005 (AODA), the TCDSB is dedicated to achieving service excellence in providing people with disabilities the ability to access and evacuate facilities, to utilize educational and training resources, to effectively use communication devices, to be informed of accommodations available during the employment selection process and for employees being returned to work through a process which accommodates the identified disability.~~

**The Toronto Catholic District School Board is committed to maintaining an environment which actively promotes and supports human rights. As part of this commitment, the Board will make reasonable efforts to ensure that all policies, practices and procedures are consistent with the principles of independence, dignity, integration and equality of opportunity for persons with disabilities.**

The TCDSB will identify barriers for people with disabilities through the process documented in the TCDSB's Multi-Year Accessibility Plan (**hyperlink**), primarily by the objectives of the TCDSB's Accessibility Working Group.

### Regulations:

1. The TCDSB ~~will~~ **shall** make reasonable efforts **as required by the *Accessibility for Ontarians with Disabilities Act*** to ensure that policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration and equity of opportunity to all with particular attention for persons with disabilities.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

- ~~2. The TCDSB will strive to ensure that its policies, practices and procedures are consistent with the core principals as outlined in the AODA.~~
2. The TCDSB will ensure that the policy and Multi-Year Accessibility Plan are communicated to the public in a manner that accommodates all disabilities.
3. The Multi-Year Accessibility Plan shall be utilized in the TCDSB community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools.
4. The Board of Trustees will ~~periodically~~ **annually** appoint external individuals to the Accessibility Working Group and will ~~periodically~~ approve the Multi-Year Accessibility Plan **at least once every five years**.
5. The TCDSB will provide training to its employees and volunteers, ~~when appropriate~~ **required**. All newly-hired employees will receive training as part of a mandatory orientation process.
- ~~4. To ensure greater awareness and responsiveness to the needs of a person with disabilities, the TCDSB will provide appropriate training for all staff who deal with the public or other third parties on behalf of the TCDSB.~~
6. Any communications with a person with a disability will take place in a manner respectful of the person's disability. **Information about our organization and its services in accessible formats or with communication supports will be provided upon request.**
7. **The TCDSB will meet internationally-recognized Web Content Accessibility Guidelines (SCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.**



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

8. The TCDSB will advise that accommodations can be made during recruitment and hiring. Please see the TCDSB [Accessibility Standards for Services and Facilities policy \(A.36\)](#) and the [Workplace Accommodation for Employees with Disabilities policy \(H.M.38\)](#) for more a detailed description of the Board's obligations to accommodate persons with disabilities.
9. The TCDSB will notify staff that supports are available for those with disabilities. The TCDSB will put in place a process to develop individual accommodation plans for employees.
10. Where needed, the TCDSB will provide customized emergency information to help individuals with a disability during an emergency.
11. The TCDSB performance management, career development and redeployment processes will take into account the accessibility needs of all employees.
12. The TCDSB will meet accessibility standards when building or making major changes to public spaces. Public spaces include:
  - Outdoor play spaces
  - Outdoor paths of travel: sidewalks, ramps, stairs, and curb ramps
  - Accessible off-street parking
13. The TCDSB has procedures to prevent service disruptions to our accessible areas of our public spaces. ([TCDSB Notice of Disruption Document](#))
14. If accommodations are not met, individuals are encouraged to notify their area superintendent or the Superintendent of Human Resources.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

### **Definitions:**

#### **Accessibility Working Group**

This group is comprised of key stakeholders and comes together **representing a variety of** ~~through a network of~~ school system working groups **and departments** to develop recommendations and improvements in providing a barrier-free environment in key areas of the TCDSB such as Student Special Services, Facilities, Educational and Training Materials, Communications Tools, Transportation and Human Resources. In accordance with the Multi-Year Accessibility Plan, the working group is required to consult with our students, staff and ~~Christian~~ community members who possess a disability.

#### **Dignity**

~~Goods and services are provided in a manner that is respectful to a person with a disability and does not diminish the person's importance.~~

**Human beings, created in the image and likeness of God; have by their very existence an inherent value, worth, and distinction.**

#### **Disability**

**(a) Any degree of physical disability, infirmity, malformation or disfiguration that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.**

**(b) A condition of mental impairment or a developmental disability.**

**(c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.**

**(d) A mental disorder, or**



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS

POLICY NO: A. 35

(e) An injury or disability for which benefits were claimed or received under an insurance plan, established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)

### Equal Opportunity

Service is provided to persons with disabilities in a way that their opportunity to access goods and services is **equitable** ~~equal to that given to others.~~

### Independence

Accommodating a person’s disability means respecting their right to do for themselves and to choose the way they wish to receive goods and services.

### Integration

Persons with disabilities can access goods and services. This may require alternative formats and flexible approaches. It means inclusiveness and full participation.

### Evaluation and Metrics:

1. The TCDSB’s Annual Accessibility Report will serve as an assessment and overview of the Board’s achievements and status in working to provide barrier-free facilities, services, employment and instruction to our staff, students, parents, volunteers and Catholic community.
2. Recommendations from the Accessibility Working Group or any advice provided to the Director of Education will be assessed, monitored and considered for implementation.
3. The Director of Education will annually update and attest compliance to the statutory obligations under the *Accessibility for Ontarians with Disabilities Act* to the Board of Trustees including any major initiatives to meet compliance or address efficiencies.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

- 4. Tracking those individuals who have sought assistance as per Regulation 14 and the outcome of any investigation to be included in an annual report to Trustees.**

**POLICY SECTION: ADMINISTRATION****SUB-SECTION:****APPENDIX NAME: MULTI-YEAR ACCESSIBILITY PLAN****Date Approved:**

September 12, 2013

**Date of Review:****December 2022****Dates of Amendment:****January 25, 2018****Cross Reference:**

TCDSB Policy (A.35) Accessibility Standards

**TCDSB Policy (A.36) Accessibility Standards for Services and Facilities***Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**Accessibility Standard for Customer Service, Ontario Regulation 429/07**Integrated Accessibility Standards, Ontario Regulation 191/11**Ontario Human Rights Code**Ontarians with Disabilities Act, 2001*

Notification of Disruption of Service at TCDSB Procedures

**TCDSB 2017 Accessibility Annual Status Report**

## **MULTI-YEAR ACCESSIBILITY PLAN**

**FOR THE PERIOD DECEMBER ~~2012~~ 2017 TO DECEMBER ~~2017~~ 2022**





## MULTI-YEAR ACCESSIBILITY PLAN

### TORONTO CATHOLIC DISTRICT SCHOOL BOARD

December ~~2012~~ **2017** – ~~May 2017~~ **December**  
**2022**

Prepared by

Accessibility Working Group  
In accordance with  
Accessibility for Ontarians with Disabilities Act  
Integrated Accessibility Standards Regulation

December ~~2012~~ **2017**

This publication is available through the Toronto Catholic District School Board's

- [website](http://www.tcdsb.org) (www.tcdsb.org → FOR COMMUNITY → Accessibility Policy & Multi-Year Plan)
- Catholic Education Centre/Head Office (**Communications Department- 80 Sheppard Avenue East**)
- Hard copies will be made available to all departments, schools and the Catholic School Advisory **Parent** Councils **upon request**.
- Accessible formats of the plan ~~will be~~ **are** available ~~upon contact with~~ **from** the Communications Department **upon request**.



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## 1.0 Aim

This multi-year Accessibility Plan is developed in accordance with the Integration Accessibility Standards Regulation under the *Accessibility for Ontarians with Disabilities Act, 2005*. It incorporates the intentions of the Board to meet its obligations under the *Ontarians with Disabilities Act, 2001*. The Plan describes the measures that the Board will take over the five year period from ~~2012-2017~~ **2017-2022** to identify, remove and prevent barriers to people with disabilities who work, learn and participate in the Toronto Catholic District School Board community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools. The plan will be guided by the Board's Accessibility Standards-Policy Statement.

### Objectives

This Plan:

- 1.1 Describes the process by which the Toronto Catholic District School Board will identify, remove and prevent barriers;
- 1.2 Reviews recent efforts of the Toronto Catholic District School Board to remove and prevent barriers;
- 1.3 Describes the measures the Toronto Catholic District School Board will take in the period ~~2012-2017~~ **2017-2022** to identify, remove and prevent barriers;
- 1.4 Makes a commitment to provide an annual status report on the Board's implementation of the multi-year accessibility plan;
- 1.5 Makes a commitment to review and update the multi-year accessibility plan at least once every 5 years;
- 1.6 Describes how the Toronto Catholic District School Board will make this accessibility plan available to the public.



## 2.0 Commitment to Accessibility Planning

This plan will be established, reviewed and updated in consultation with persons with disabilities and with the Board's Special Education Advisory Committee and Accessibility Working Group. It will be presented to the Board for approval. The Toronto Catholic District School Board is committed to:

- 2.1 Maintaining an Accessibility Working Group;
- 2.2 Continuing the process of consulting with the Special Education Advisory Committee and with persons with disabilities;
- 2.3 Ensuring, wherever practicable, that Board policies, procedures and practices are consistent with the principles of accessibility and inclusive/universal design. The Accessibility Working Group will provide input re: accessibility issues, where appropriate, with regard to new policies and procedures and to those under review;
- 2.4 Improving access **including but not limited** to facilities, **IT services**, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community. Consideration of ongoing identification of barriers will be the responsibility of the Accessibility Working Group and will, wherever practicable, be incorporated in the multi-year plan.

The Director of Education has authorized the Accessibility Working Group to review and update the Multi-Year Accessibility Plan that will enable the Toronto Catholic District School Board to meet these commitments.



### 3.0 Description of the Toronto Catholic District School Board

The Toronto Catholic District School Board is a publicly funded Catholic school board for Toronto, Ontario headquartered in North York. We are one of the two English boards of education in the City of Toronto, serving the former municipalities of Scarborough, North York, York, East York, Toronto and Etobicoke.

With over 91,000 students, the TCDSB is one of the largest school boards in Canada. The TCDSB governs 201 schools in the Toronto area: 30 secondary schools, 168 elementary schools, and 3 schools that combine both secondary and elementary grades.

The TCDSB has 12 wards and 12 trustees and 2 student trustees (who are not entitled to vote). The Chair of the Board, **and** the Vice-Chair and the Honourary Treasurer are elected at the inaugural meeting of the Board, and serve for one year.

#### **Our Mission**

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

~~In a school community formed by Catholic beliefs and traditions, our mission is to educate students to their full potential by providing:~~

- ~~▪ leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community;~~
- ~~▪ a safe and welcoming learning environment that is an example of Christian community;~~
- ~~▪ role models of Gospel values and Catholic doctrines, teachings and beliefs;~~
- ~~▪ guidance in what students need to learn;~~
- ~~▪ instruction in the learning process itself;~~
- ~~▪ religious, academic and technological instruction;~~



- integration of Catholic, Christian beliefs into the total learning experience; and
- feedback on students' proficiency and performance.

### **Vision of TCDSB**

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

### **We believe...**

- in the worth and dignity of every person
- in the critical role that our Catholic schools play in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good
- that high standards and expectations foster greater achievement
- that people thrive in a safe, healthy and compassionate environment grounded in respect for the diversity of every person,
- that teaching is responsive to individual needs
- that teaching and learning should be rooted in research and evidence
- that each of us shares responsibility for creating collaborative communities of learning
- that equity, diversity, accessibility and inclusivity are integral to the Catholic community
- that the 21st century competencies – collaboration, real world problem solving and innovation, knowledge construction, skilled communication, self-regulation and the use of information communication technology for learning, are essential.

**"Our vision of Catholic education invites each one of us—parents, students, teachers, principals, chaplains, support staff,**



trustees, clergy, supervisory personnel— 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, and in all of society."

*(Fulfilling the Promise, Assembly of Catholic Bishops of Ontario)*

To provide students with the qualities they will require, our vision of TCDSB is a school system that:

- is Christ-centered;
- is student-focused;
- demonstrates a clear sense of purpose;
- is visibly and demonstrably Catholic;
- reflects empowering leadership;
- applies collaborative decision-making as appropriate;
- is innovative; and
- provides role models among all stakeholders for all these qualities.

#### 4.0 Message from the Director of Education

The Toronto Catholic District School Board is an educational community that values the dignity and worth of every individual in its care. In this context plans are developed to support the well-being of all its members. To this end, the Multi-Year Accessibility Plan has been developed to address the needs of its members who have disabilities.

Our Board currently demonstrates leadership in working with people with disabilities through its special education programs and services to students with special needs, through its accommodations for employees who are disabled and by ensuring that buildings and facilities become increasingly accessible.

It is our hope that all parents, students and employee groups become familiar with accessibility issues and work together to fulfill our mission



of providing a community that is safe and welcoming and an example of a Christian community that is highly accessible.

Angela Gautier **Rory McGuckin**  
 Director of Education

## 5.0 Members of Accessibility Working Group

The Accessibility Working Group members consist of a core group of advisors. Other members will join the group, **including persons with disabilities and** depending on the area of the plan addressed.

The members represent the following groups:

- Senior Staff
  - Superintendent of Human Resources
  - Superintendent of Special Services
  - Superintendent of Student Success
- Staff Representative(s)
- Student Representative(s)
- Information Technology
- Community Relations
- Human Resources
- Communications
- Facilities Services
- Transportation Services
- **Parent Representative(s)**

The Accessibility Working Group will meet to review progress and to respond to the requirements of the AODA. Evaluation of the effectiveness in implementing the barrier removal and prevention strategies will be on-going. The Working Group will assist staff regarding roles in the implementation of the Annual Accessibility Plan.

The Accessibility Working Group developed the Multi-Year Accessibility Plan for ~~December 2012–May 2017~~ **December 2017–December 2022**.





## 6.0 Strategy for prevention and removal of barriers

Beginning in September 1, 2012, the principles of inclusionary practice, freedom from barriers and accessible environments have informed Toronto Catholic District School Board policies, programs, procedures and services. ~~Through the annual accessibility plan status report process implemented under the *Ontarians with Disabilities Act, 2001*, the Toronto Catholic District School Board's programming, policies and practices have been assessed with a view to provide continuous improvement in accessibility. This process will continue through the establishment of a~~ **The** multi-year accessibility plan which places particular emphasis on the provisions of the regulations made under the AODA with regard to service, information and communications, employment and school transportation.

~~There has been recognition and heightened awareness of the need to address concerns regarding accessibility. There have been a number of~~ **I**nitatives ~~both formal and informal~~ at the local level and system wide ~~to~~ address accessibility issues and hence identify, remove and prevent barriers to people with disabilities. ~~The complexities of a large, diverse urban Board present challenges that need to be addressed in the TCDSB's accessibility planning process.~~

Accessibility initiatives ~~have begun to be~~ **are** addressed through the various departments, mainly **including but not limited to:** Planning and Facilities, Special Services, Health and Safety and Human Resources.



### **Planning & Facilities:**

There have been a number of initiatives of the TCDSB to identify, remove and prevent barriers to people with disabilities.

~~The TCDSB is currently in the process of constructing two (2) new secondary schools and five (5) new elementary schools. One (1) new build elementary school is in the initial planning phase. In addition, twenty (20) elementary schools are planned to have additions to the existing school structure to accommodate the Full Day Kindergarten Program and one (1) secondary school will be receiving an addition. Forty (40) elementary schools will also have Full Day Kindergarten classrooms retrofitted to meet the needs of the program.~~

**The Capital Development and Planning services department continues to ensure all schools that are in the design and construction phase or any additions made to existing schools meet or exceed accessibility standards. Presently, there are four (4) new elementary school in construction – scheduled to open in late 2018 or the spring of 2019. The Board is proceeding with three (3) replacement secondary schools and four (4) replacement elementary schools. In addition, the Board has completed the construction of four (4) elementary school additions with three (3) other elementary school additions underway.**

All designs of the new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.

Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.



The Facilities Department ensures that procedures are in place for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order. This includes providing notice of the temporary disruptions and contact information both on-site and electronically, when possible. ([TCDSB Notice of Disruption Document](#))

The following accessibility features have also been installed in some schools from a one-time accessibility grant several year ago:

- Washroom modifications
- Ramps
- Wheelchair Stair-Lifts
- Automatic Door Openers
- Elevator Repairs
- Lifting Devices
- Structural Wall Modifications

**The Board operates a large number of schools that either have one (1) story or alternatively, at schools which are greater than one (1) story, have a passenger elevator to assist individuals who may have mobility issues and who may experience a physical/architectural barrier if the individual is unable to utilize the stairwells.**

Through the annual budget presentation, specific projects are identified, prioritized and completed in a coordinated effort between the Planning & Facilities Department, Special Services and the local school Superintendents.

### **Special Services:**

Student accessibility projects and initiatives are reported to the Ministry of Education through the TCDSB's Special Education Plan. This plan is posted on the TCDSB's website [www.tcdsb.org](http://www.tcdsb.org).



Through the Intensive Support Amount (ISA), the Board has been able to provide assistive technology and many more accommodations at the individual school for students in need due to a disability.

The ISA process allows for individualized equipment such as a walker, standers, sensory materials, lifts, computers and assistive software to be purchased on behalf of individual students, if it is deemed essential for them to have the equipment in order to access the curriculum.

### **Human Resources/Employment:**

The TCDSB is an equal opportunity employer. In this regard, the Board recruits qualified staff specific to requirements of the particular job. Processes are in place to find placements for staff in facilities that accommodate their disability. The TCDSB accommodates staff with disabilities by providing necessary equipment that allows staff members to perform their duties in a barrier free workplace. The TCDSB has experienced professionals in place to assist staff members with disabilities to appropriately, safely and respectfully accommodate the employee in the workplace.

The workplace accommodation process practiced by the professionals in the Human Resources department is outlined in the Board's Workplace Accommodation for Employees with Disabilities Policy.

### **Customer Service:**

**The TCDSB updated its Accessibility Standards for Services and Facilities policy (A.36) on September 22, 2016. The TCDSB remains in compliance with the Customer Service Standard.**

**The TCDSB did not receive any feedback about the manner in which it provides service and facilities to people with disabilities. Feedback processes vary including: in person, by telephone, in writing by mail, hard copy, diskette or fax, or by some other communication technology.**



## 7.0 **Barrier Identification Methodologies**

The Accessibility Working Group will use the following identification methodologies. Staff with disabilities will be consulted throughout the process.

- (1) Presentation to Senior Staff:
  - Input and feedback will be provided as the plan evolves and consultation will be on-going.
- (2) Presentation to Employee Groups:
  - Information regarding the plan will be provided and the working group will prioritize the removal of barriers.
- (3) Presentation to Trustees:
  - Providing information regarding the plan and conducted prior to posting the updated annual plan.
- (4) Data Gathering:
  - Information to be gathered from all TCDSB stakeholders to identify barriers and measures that would make the TCDSB more accessible to people with disabilities.

Data will be gathered by either facilitating interviews, focus groups and/or surveys from three (3) sources: the Board's central office, schools and individuals. In addition data will also be gathered through the review of policies. The data-gathering instruments will address all areas of accessibility barriers (physical, architectural, communication, information, attitudinal, technological, policy and practice).

**Board Central Office-** Department heads and other key staff will be contacted.

**Schools-** A representative which may include parents or members of the school community.

**Individuals-** Individual students, parents and staff will be invited to respond and to contribute their suggestions in the area of accessibility.



Information will be gathered from individuals using surveys and/or focus groups.

While the primary focus of the surveys, focus groups or interviews is to gather data for informed decision making, it is expected that they will also serve to raise the awareness of respondents regarding the question of accessibility and accessibility planning within the TCDSB community.

In gathering the data, efforts will be made to encourage participation from people with disabilities. This will include extensive communication of the plan and widespread invitations for input and feedback.

## **8.0 Recent Barrier Removal Achievements**

**Between 2012-2017, the TCDSB implemented projects and programs to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*.**

**This document includes a summary of the accessibility initiatives the TCDSB has completed.**

### **Information and Communications**

**The TCDSB ensures it can identify and have ready access to resources that enable the Board to provide information and communication supports upon request and in a timely manner to persons with disabilities. (e.g. access to board meetings/school events)**

**The TCDSB has ensured readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request.**

**The TCDSB has reviewed the status of capacity of school libraries to provide accessible or conversion-ready formats of**



digital or multimedia resources upon request in anticipation of 2020 deadline.

The TCDSB Information Technology (IT) Services has reviewed accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards.

### Employment

During the 2012/2013 calendar year, the hiring and recruitment practices were reviewed with a view that employment is based upon qualifications and the ability to complete the core functions of the job description. The hiring and recruitment process for job classifications and professions at the Board was reviewed in order to minimize any possibility of individuals with disabilities being disadvantaged with accessibility barriers when seeking employment with the TCDSB. Under the AODA, the recruitment process is to be barrier free for job applicants with disabilities and when making offers of employment the Board must notify the successful candidate of the policies in place regarding accommodating persons with disabilities in the workplace.

By January 1, 2014 the TCDSB was required under the AODA to notify all job applicants when they are selected to participate further in the selection process that accommodation is available upon request in relation to the materials or processes to be used. The Board must consult with the applicant who is selected and who requests an accommodation and is required to provide and arrange for the provision of suitable accommodation. The TCDSB must also notify all successful applicants, when making offers of employment, of policies, procedures and plans for accommodating persons with disabilities.

### Architectural & Physical Barriers



All designs of new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.

Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.

### Policies

The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.

### Training

In accordance with AODA requirements the TCDSB provided interactive training on the Human Rights Code as it pertains to persons with disabilities for school board employees, volunteers and all other persons who provide goods and services or facilities on behalf of the school board. All school boards will be obligated to present this training.

Link to training modules:

Accessibility Awareness:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/default.aspx>

Customer Service Standards:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/Customer-Service-Standards-Training-AODA.aspx>





The most recent Annual Accessibility Plan developed in accordance with the *Ontarians with Disabilities Act* (ODA) identified a range of barriers and appropriate strategies for their removal.

**Emergency Evacuation Plan-** In accordance with the statutory requirements under the AODA, the TCDSB developed and delivered to the system an Emergency Evacuation Plan document for employees with disabilities and another document for students with disabilities. The standardized Emergency Evacuation Plan documents are to be completed for every employee and student who has a disability and would experience a barrier in exiting the building in an emergency. Each individualized Emergency Evacuation Plan provides a detailed process for other employees and students to follow in the case of an emergency to assist the disabled employee or student in exiting the building.

New school construction has adhered to the current building code and includes level access to schools, automatic door openers, elevators in schools of more than one floor, accessible washrooms.



## 9.0 Barriers to be addressed under the Multi-Year Accessibility Plan

The Integrated Accessibility Standards Regulation 191/11 filed in June, 2011 pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005* identified specific requirements to achieve accessibility in the areas of:

- Information and Communications
- Employment
- Transportation

These requirements build on the Accessibility Standards for Customer Service which came into force in 2007.

The Toronto Catholic District School Board intends, through this Multi-year Accessibility Plan for the period ~~2012-2017~~ **2017-2022**, to take action to address barriers to accessibility related to the Standards areas of current Regulations. This is in addition to ongoing work the Board is undertaking with regard to identification and removal of barriers in the Board's physical environment.

### **By January 1, 2020, the Board needs to:**

**(1) Provide accessible school library resources when asked. If available, provide accessible versions of print resources and materials such as large print, electronic or audio versions.**

### **Exceptions**

**The Board does not need to provide accessible formats for:**

- rare books
- special collections
- archived materials
- donated books and materials

### **Types of accessible formats:**



- large print
- electronic versions
- CDs or other audio, including podcasts
- braille

#### Types of conversion-ready formats:

Electronic or digital formats that are easy to convert into accessible formats such as HTML and structured Microsoft Word files.

#### How to comply:

To determine what format to provide, speak with the students who will be using the content. They may already be aware of ways to access it or convert it. If it is not possible to provide information in an accessible or conversion-ready format, your library representative will need to:

- explain why it can't provide the materials as requested
- provide a summary of the information that cannot be converted

#### (2) Make printed learning materials accessible

If the Board produces other printed learning materials, it must make them accessible or easy to convert into other formats like accessible Microsoft Word files.

If you are unable to provide the content in an accessible or conversion-ready format, you must:

- explain to individual why you cannot convert the information



- provide a summary of the information

**By January 1, 2021, the Board needs to:**

**Make websites and web content accessible.**

**The TCDSB public website and its content must meet WCAG 2.0, as outlined in the Accessibility Standard for Information and Communications.**

**The TCDSB does not have to make its internal website (intranet) accessible. The Board does not have to modify content posted before 2012. If asked, the Board will need to work with individuals to make the content available to them in an alternate format such as large print or braille.**

### **2012-2013**

~~In its review, the Accessibility Working Group will identify potential barriers. The Accessibility Working Group will focus on strategies of prevention and removal of barriers. Under the AODA, School Boards will be required, by statutory deadlines outlined in the AODA, to implement specific accessibility standards for accessibility barrier areas including: communication tools (including websites), recruitment, educational training materials and libraries materials. All Ontario School Boards will also be obligated, under the AODA, to provide accessibility training to educators which is being completed and implemented by the Ontario Education Services Corporation.~~

~~The Accessibility Working group will prioritize barriers to be addressed and will present to Senior Staff for consideration as budget constraints may be a factor as the Board strives to meet its many obligations.~~

~~The Accessibility Working Group will examine the gaps between what is presently in place at the TCDSB for accessibility and what the Board would like to achieve over the next five (5) to ten (10) years. From~~



this gap analysis, the Board will be able to develop short-term and long-term plans to address removal of accessibility barriers throughout its policies, procedures and practices in the school system.

### **Human Resources:**

During the 2012/2013 calendar years, the hiring and recruitment practices will be reviewed with a view that employment is based upon qualifications and the ability to complete the core functions of the job description. The hiring and recruitment process for job classifications and professions at the Board will be reviewed in order to minimize any possibility of individuals with disabilities being disadvantaged with accessibility barriers when seeking employment with the TCDSB. Under the AODA, the recruitment process is to be barrier free for job applicants with disabilities and when making offers of employment the Board must notify the successful candidate of the policies in place regarding accommodating persons with disabilities in the workplace.

### **Architectural & Physical Barriers:**

The TCDSB is currently in the process of building two (2) new replacement secondary schools which include: St. Joseph Morrow Park and Dante Aligheri. The TCDSB is also either building new schools or building replacement schools for the following elementary five (5) schools: St. Edward Catholic School (new), St. Andre Catholic School (new), Christ the King/St. Teresa (consolidation of two schools), St. John the Evangelist Catholic School, and St. Simon Catholic School. Additions are also being constructed for one (1) secondary school and twenty (20) elementary schools, primarily to accommodate new classrooms and gymnasiums for the Full-Day Kindergarten Program. The TCDSB is also either in the process or in the final planning/approval stages to retrofit and renovate forty (40) elementary site Full-Day Kindergarten classrooms. In addition, one (1) new elementary school is in the initial planning stages.

All designs of new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the



~~requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.~~

~~Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.~~

**Policies:**

The TCDSB's current Multi-Year Accessibility Plan will be reviewed and amended every five years. The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.

**2013-2014**

**Physical Barriers-** Capital Development will continue to classify the accessibility of each building. In addition, Capital Development will continue to develop a plan with the financial costing to address the removal of physical barriers in schools and administrative buildings.

**Human Rights Training-** In accordance with AODA requirements, the Ontario School Education Corporation will continue to develop interactive training for school board employees, volunteers and all other persons who provide goods and services or facilities on behalf of the school board. All school boards will be obligated to present this training on the Human Rights Code as it pertains to persons with disabilities. The training is required to be launched by January 1, 2014.

**Human Resource Recruitment, Assessment and Selection Process-** By January 1, 2014 the TCDSB is required under the AODA to notify all job applicants when they are selected to participate further in the selection process that accommodation is available upon request in relation to the materials or processes to be used. The Board must consult with the applicant who is selected and who requests an accommodation and is required to provide and arrange for the provision of suitable accommodation. The TCDSB must also notify all successful applicants, when making offers of employment, of policies, procedures and plans for accommodating persons with disabilities.

**2014-2015**

<b>Type of Barrier</b>	<b>Location</b>	<b>Action</b>	<b>Effective Date</b>
Information and Communication	Board-wide	Identify and have ready access to resources that enable the Board to provide information and communication supports upon request and in a timely manner to persons with disabilities. (Consider access to board meetings/school events)	January 1, 2015
Information and Communication	School Libraries	Ensure readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request	January 1, 2015
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various schools	Installation of accessibility features	Ongoing 2014-2015



**2015-2016**

<b>Type of Barrier</b>	<b>Location</b>	<b>Action</b>	<b>Effective Date</b>
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained.	Ongoing
Information and Communication	School Libraries	Review status of capacity of school libraries to provide accessible or conversion-ready formats of digital or multimedia resources upon request in anticipation of 2020 deadline	Ongoing preparation for 2020 deadline
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various Schools	Installation of accessibility features	Ongoing 2015-2016

**2016-2017**

<b>Type of Barrier</b>	<b>Location</b>	<b>Action</b>	<b>Effective Date</b>
Systemic	Board-wide	Review status of accessibility awareness training to ensure new staff have been trained	Ongoing 2016-2017
Systemic	Board-wide	Review status of Board accessibility policies and procedures and update as required	Ongoing 2016-2017
Information and Communication	School Libraries	Review status of capacity of school libraries to provide accessible or conversion-ready formats of all resources upon request	Ongoing preparation for 2020 deadline
Information and Communication	Board-wide	Review accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards	Ongoing preparation for 2021 deadline
Physical	Various Schools	Installation of accessibility features	Ongoing 2015-2016



## **10.0 Review and Monitoring Process**

The Accessibility Working Group meets during the year to review progress and evaluate the effectiveness of implementation of barrier-removal and prevention strategies and to plan for increased accessibility throughout the Board.

The Accessibility Working Group will ensure that in respect of the Multi-Year Accessibility Plan the following steps take place:

- (a) An annual status report on the progress of the measures taken to implement the plan is prepared.
- (b) At least once every 5 years the plan is reviewed and updated in consultation with persons with disabilities, with the Board's Special Education Advisory Committee and other relevant committees.

## **11.0 Communication of the Plan**

In addition to the public availability of the plan as referenced earlier on Page 2, the Toronto Catholic District School Board will post an annual status report on the progress of the Multi-year Accessibility Plan on the Board's website. The Board will accommodate requests for accessible formats of the Plan.

Questions, comments or feedback regarding the Accessibility Plan may be directed to the Superintendent of Human Resources.



## APPENDICES

- Appendix 1: Definitions
- Appendix 2: Trustees



## APPENDIX 1: DEFINITIONS

### BARRIER:

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including:

**Physical** barrier- Objects added to the environment, doors, windows, elevators, furniture, workstations, recreational facilities, playgrounds, bathroom hardware, etc.

**Architectural** barrier- inadequate or incomprehensible signage, difficulties reading brochures, forms, manuals, web sites, fax transmissions, equipment labels, computer screens, etc.

**Communication** barrier- Difficulties receiving information in person or by telephone; difficulties interacting with staff, difficulties receiving training and articulating in the recruitment and interview process.

**Attitudinal** barrier- Staff who do not know how to communicate with people with disabilities; staff who refuse to provide service; discriminatory behaviours.

**Technological** barrier- Computers, photocopiers, fax machines, telephones and switches; inadequate or inappropriate assistive technologies.

**Policy or a Practice**- Rules, regulations and protocols that prevent one from performing their job satisfactorily; or from serving the public; or that restrict public participation.

### DISABILITY:

- (a) Any degree of physical disability, infirmity, malformation or disfiguration that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis,



- amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- (b) A condition of mental impairment or a developmental disability.
  - (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
  - (d) A mental disorder, or
  - (e) An injury or disability for which benefits were claimed or received under an insurance plan **—established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")**
  - ~~(f) A "handicap" established under the Workplace Safety and Insurance Act, 1997.~~



## APPENDIX 2: TRUSTEES 2017-2018

### TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2017-2018

#### Wards

1.	Joseph Martino	416-512-3401
2.	Ann Andrachuk	416-512-3402
3.	Sal Piccininni	416-512-3403
4.	Patrizia Bottoni	416-512-3404
5.	Maria Rizzo, Vice-Chair	416-512-3405
6.	Frank D'Amico	416-512-3406
7.	Michael Del Grande	416-512-3407
8.	Garry Tanuan	416-512-3408
9.	Jo-Ann Davis	416-512-3409
10.	Barbara Poplawski, Chair	416-512-3410
11.	Angela Kennedy	416-512-3411
12.	Nancy Crawford	416-512-3412
	Rhea Carlisle	
	Student Trustees	416-512-3413
	Joel Ndongmi, Student Trustee	416-512-3417



## REPORT TO

## REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO CONTINUING EDUCATION INSTRUCTORS POLICY (H.M.07)

*Day to day pours forth speech, and night to night declares knowledge.  
Psalm 19:2*

Created, Draft	First Tabling	Review
January 16, 2018	January 25, 2018	

Angela Kennedy, Chair, Governance and Policy Committee  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

### RECOMMENDATION REPORT

**Vision:**

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

**Mission:**

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

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



### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio



## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Continuing Education Instructor policy (H.M.07) to incorporate changes to the Ontario certification of teachers and the certification of instructors to teach English as a second language.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

APPENDIX A: Continuing Education Instructors policy (H.M.07) with proposed amendments

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Continuing Education Instructors policy (H.M.07) as amended and proposed in Appendix A.



**POLICY SECTION:** STUDENTS

**SUB-SECTION:** PROGRAMS

**POLICY NAME:** CONTINUING EDUCATION  
INSTRUCTORS FOR NON-CREDIT  
PROGRAMS

**POLICY NO:** H.M. 07

<b>Date Approved:</b> October 1977	<b>Date of Next Review:</b> January 2023	<b>Dates of Amendments:</b> January 25, 2018
<b>Cross References:</b> <b>Ontario Teachers of College Act 1996, Reg. 347/02: Accreditation of Teacher Education Programs (<a href="https://www.ontario.ca/laws/regulation/020347">https://www.ontario.ca/laws/regulation/020347</a>)</b>  <b>Teachers of English as a Second Language (TESL) Association of Ontario (<a href="http://www.teslontario.org/accreditation">http://www.teslontario.org/accreditation</a>)</b>		
<b>Appendix</b>		

**Purpose:**

The purpose of this policy is to provide regulations on the hiring of instructors for non-credit continuing education programs.

**Scope and Responsibility:**

This policy applies to any non-credit continuing education program delivered by the Toronto Catholic District School Board.

**Alignment with MYSP:**

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



POLICY SECTION: STUDENTS  
 SUB-SECTION: PROGRAMS  
 POLICY NAME: CONTINUING EDUCATION  
 INSTRUCTORS FOR NON-CREDIT  
 PROGRAMS  
 POLICY NO: H.M. 07

### Policy:

Instructors of non-credit education programs shall be employed on a contract developed for instructors of **non-credit** continuing education **programs**. **The contract may be specific to the nature of the program.**

### Regulations:

1. **All other relevant qualifications being equal,** ~~Ontario College—qualified teachers will be given priority will~~ **be given to instructors holding the Ontario Certified Teacher (OCT) qualification** in the hiring of instructors for **non-credit** continuing education programs.
2. **Instructors hired to deliver non-credit continuing education English as a Second Language programs shall possess the Teachers of English as a Second Language (TESL) Ontario Language Instructor Certificate**



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** PROGRAMS  
**POLICY NAME:** CONTINUING EDUCATION  
 INSTRUCTORS FOR NON-CREDIT  
 PROGRAMS  
**POLICY NO:** H.M. 07

**Definitions:**

The Ontario Certified Teachers (OCT) designation is granted by the Ontario College of Teachers and required to teacher credit granting courses in Ontario.

The Teachers of English as a Second Language (TESL) Ontario Instructor Certification is designed for individuals interested in teaching adult ESL in Ontario, other Canadian provinces, or other countries.

**Evaluation and Metrics:**

The TCDSB will ensure the highest level of instruction in non-credit continuing education programs by hiring qualified instructors who, when possible, also hold be an OCT qualification.



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO DEVELOPMENT PROPOSALS, AMENDMENTS OF OFFICIAL PLANS AND BYLAWS POLICY (A.18)

*You answered me, "The plan you have proposed is a good one."  
Deuteronomy 1:14*

Created, Draft	First Tabling	Review
January 16, 2018	January 25, 2018	
Angela Kennedy, Chair, Governance and Policy Committee Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

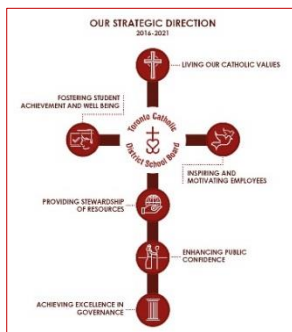
### Vision:

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

### Mission:

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



### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Development Proposals, Amendments of Official Plans and Bylaws policy (A.18) to reflect current practices in meta policy format.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

APPENDIX A: Development Proposals, Amendments of Official Plans and Bylaws policy (A.18) with proposed amendments

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Development Proposals, Amendments of Official Plans and Bylaws policy (A.18) as amended and proposed in Appendix A.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: DEVELOPMENT PROPOSALS,  
AMENDMENTS OF OFFICIAL PLANS  
AND BYLAWS

POLICY NO: A.18

<b>Date Approved:</b> February 1980	<b>Date of Next Review:</b> <b>January 2023</b>	<b>Dates of Amendments:</b> January 22, 1987 <b>January 25, 2018</b>
<b>Cross References:</b>		
<b>Appendix</b>		

**Purpose:**

This policy addresses the procedure for responding to development proposals, amendment to official plans or proposed zoning bylaw changes.

**Scope and Responsibility:**

This policy applies to the Planning Services department and all development reviews. The Director is responsible for this policy with the support of the Planning Services department.

**Alignment with MYSP:**

Living Our Catholic Values

Strengthening Public Confidence

Providing Stewardship of Resources



**POLICY SECTION:** ADMINISTRATION

**SUB-SECTION:**

**POLICY NAME:** DEVELOPMENT PROPOSALS,  
AMENDMENTS OF OFFICIAL PLANS  
AND BYLAWS

**POLICY NO:** A.18

### **Policy:**

The Toronto Catholic District School Board will respond to a development proposal, amendment to an official plan or a proposed City of Toronto bylaw change.

### **Regulations:**

- 1. The Toronto Catholic District School board (“the Board”) will formally respond to all development proposals, official plan amendments and zoning by-law changes that adversely affect the Board. The Board may be adversely affected because of insufficient space to accommodate students as a result of the development proposal, official plan amendment or zoning by-law change.**
- 2. The proposals, official plan amendments, zoning by-law changes and their impacts will be presented to the Board of Trustees on a biannual basis.**

### **Evaluation and Metrics:**

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

**The Director of Education will report responses referred to in Regulation 1 annually to the Board of Trustees for information.**





REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO SPECIAL EDUCATION PROGRAMS POLICY (S.P.01)

*May my teaching drop like the rain, my speech condense like the dew; like gentle rain on grass, like showers on new growth.*

*Deuteronomy 32:2*

Created, Draft	First Tabling	Review
December 4, 2017	December 14, 2017	January 25, 2018
Angela Kennedy, Chair, Governance and Policy Committee Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

### Vision:

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

### Mission:

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



### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Special Education Programs policy (S.P.01) to reflect current practices and includes the recommendation from the November 15, 2017 Special Education Advisory Committee meeting to change the policy name to “Special Education Programs and Services.”

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

APPENDIX A: Special Education Programs Policy (S.P.01) with proposed amendments

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Special Education Programs Policy (S.P.01) as amended and proposed in Appendix A.



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** PROGRAMS  
**POLICY NAME:** SPECIAL EDUCATION PROGRAMS AND SERVICES  
**POLICY NO:** S.P. 01

<b>Date Approved:</b> January 1965	<b>Date of Next Review:</b> January 2023	<b>Dates of Amendments:</b> <b>January 25, 2018</b> October 16, 1986 April 1968 December 1967
<b>Cross References:</b> Education Act, 1990, s.170(7) O. Reg. 181/98, IDENTIFICATION AND PLACEMENT OF EXCEPTIONAL PUPILS		
<b>Appendix</b>		

**Purpose:**

This policy ensures students receive access to special education services they require as per regulation.

**Scope and Responsibility:**

This policy applies to all students of the TCDSB requiring special education assistance. The Director is responsible for this policy with the support of the Special Services Department.

**Alignment with MYSP:**

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



POLICY SECTION:	STUDENTS
SUB-SECTION:	PROGRAMS
POLICY NAME:	<b>SPECIAL EDUCATION PROGRAMS AND SERVICES</b>
POLICY NO:	S.P. 01

### Policy:

The TCDSB shall provide education programs which will serve the spiritual, emotional, intellectual, physical, social and cultural needs of all its students. The Board of Trustees shall provide education programs which permit all students to achieve their potential. Each student requiring special education assistance shall be instructed in accordance with Regulation 181/98 and the programs and services outlined in the Board's Special Education Plan. An intervention model (which includes consultation, assessment, alternative programming and review) shall be the means to identify the special needs of students and determine the program which will best serve their needs. The programs shall be based on Catholic doctrine, values and principles.

### Regulations:

1. Educators and support personnel shall develop administrative procedures for the delivery of special education services in keeping with the Education Act and regulations.

2. Assessment:

(a) The TCDSB shall provide an appropriate assessment service in order to determine learning needs and to assist the **Identification Placement and Review Committee (IPRC)** in the identification of students as exceptional.

(b) Assessments in the following areas may be requested by the Identification Placement and Review Committee:

- audiological



POLICY SECTION: STUDENTS

SUB-SECTION: PROGRAMS

POLICY NAME: SPECIAL EDUCATION PROGRAMS AND SERVICES

POLICY NO: S.P. 01

- educational
- intellectual
- psychiatric
- psychological
- sociological **social work**
- speech and language
- medical

3. The TCDSB shall purchase special education programs/services for students for whom TCDSB is unable to establish a viable program.

4. Administrative procedures flowing from the policy and regulations should be reviewed and updated annually.

### Evaluation and Metrics:

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

**An annual report, “Accountability Framework for Special Education” is brought to the Board of Trustees.**



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON RESCIND OF 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	First Tabling	Review
11/7/2017	January 25, 2018	

Angela Kennedy, Chair, Governance and Policy Committee  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

### RECOMMENDATION REPORT

#### Vision:

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### Members of the Committee:

Angela Kennedy, Chair  
Jo-Ann Davis, Vice Chair  
Nancy Crawford, Trustee Ward 12  
Ann Andrachuk, Trustee Ward 2  
Barbara Poplawski, Ex-Officio  
Maria Rizzo, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends rescinding the current Credit Courses Outside of Canada Policy (S.P. 11) from the policy register as 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. These procedures currently in use by the Continuing Education Department will be posted on the Department's Intranet site.

A Trustee Motion at the November 7, 2017 Governance and Policy Committee meeting read: *"That prior to the report going to Board from the Governance and Policy Committee that the organisations involved in credit courses outside of Canada be consulted."* The organisations were subsequently consulted by staff and no concerns were raised.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

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

## **C. APPENDIX**

APPENDIX A: Credit courses Outside of Canada policy (S.P.11)

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and rescind the Credit Courses Outside of Canada Policy (S.P. 11) provided in APPENDIX A.

## **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.

## ANNUAL REPORTS

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

10	March (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
11	March (A)	Student Achievement	Staffing Status Report for Next School Year	Associate Director Academic Services
12	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
13	April (A)	Student Achievement	Conflict Resolution Department Report	Associate Director Academic Services
14	April (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
15	April (A)	Regular Board	Non-Resident VISA Student Fees for September 2013	Associate Director Academic Services
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 Services
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 Services
20	May (A)	Corporate Services	Monthly Financial Report	Associate Director Academic Services
21	June (A)	Student Achievement	21 <sup>st</sup> Century Learning Update	Executive Superintendent Business Services

<b>22</b>	June (A)	Regular Board	Budget Estimates	Associate Director Academic Services
<b>23</b>	September (A)	Student Achievement	Portuguese Speaking	Associate Director Academic Services
<b>24</b>	September (A)	Corporate Services	Preliminary Enrolment Reports Full Day Kindergarten, Elementary and Secondary Schools	Associate Director Academic Services
<b>25</b>	September (A)	Corporate Services	Trustee Honorarium Report	Associate Director Academic Services
<b>26</b>	September (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
<b>27</b>	September (A)	Regular Board	Angel Foundation for Learning Year In Report	Executive Superintendent Business Services
<b>28</b>	September (A)	Student Achievement	Community Engagement	Director of Education
<b>29</b>	October (A)	Regular Board	H.M.33 Acceptance of Hospitality or Gifts Policy Report regarding all Gifts of considerable value which contribute to student achievement received and accepted on behalf of TCDSB	Director of Education
<b>30</b>	October (A)	Regular Board	Results of Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	Associate Director Planning & Facilities
<b>31</b>	October (A)	Student Achievement	Student Trustees: Voices that Challenge	Associate Director Academic Services
<b>32</b>	October (A)	Student Achievement	CLIST Report at the Elementary Level	Associate Director Academic Services
<b>33</b>	October (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services

<b>34</b>	October (A)	Student Achievement	Annual Safe Schools Report	Associate Director Academic Services
<b>35</b>	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 Services
<b>36</b>	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 Services
<b>37</b>	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
<b>38</b>	October (A)	Corporate Services	Trustee Honorarium Report	Executive Superintendent Business Services
<b>39</b>	October (A)	Regular Board	Report at the elementary level regarding Voices that Challenge 2017 CSLIT: Inspiring Active Citizenship in Catholic Education	Associate Director Academic Services
<b>40</b>	November (A)	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Services
<b>41</b>	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
<b>42</b>	November (A)	Student Achievement	Religious Accommodation Report	Associate Director Academic Services
<b>43</b>	November (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services

<b>44</b>	November (A)	Corporate Services	Parent/Guardian and Student Transition Surveys	
<b>45</b>	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
<b>46</b>	November (A)	Regular Board	Audited Financial Statements	Executive Superintendent Business Services
<b>47</b>	December (A)	Corporate Services	Revised Budget Estimate for Consideration	Executive Superintendent Business Services
<b>48</b>	December (A)	Regular Board	Director's Annual Report	Director of Education
<b>49</b>	December (A)	Student Achievement	Status of Monitoring Team for the Safe School Inquiry Recommendations	Associate Director Academic Services

## MASTER PENDING LIST AND ROLLING CALENDAR TO JANUARY 25, 2018

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Dec-14 Corporate Services	Feb-18	Corporate Services	Report regarding <b>System-Wide Approach to Digital School Signage</b>	Associate Director of Planning and Facilities
2	June-17 Corporate Services	Feb-18	Corporate Services	Report regarding possibility of finding money in the Capital Improvement Fund this year or in the near future. ( <b>Delegation from Maria Del Rizzo, representative of CSPC regarding Field at MPSJ</b> )	Associate Director Planning and Facilities
3	Jan-17 Student Achievement	TBC	Regular Board	Report regarding an update on the Strategic Objectives and Priorities identified in the background of the Report of October 20, 2016 regarding Trustee and Staff Strategic Planning Session at the May 2017 Strategic Planning Session and in a report to Full Board in June 2017 ( <b>Action After Board Report of October 20, 2016 regarding Trustee and Staff Strategic Planning Session</b> )	Director of Education
4	Sep-17 Regular Board	Feb-18	Regular Board	Staff to come back with a report regarding whether it is possible to hire more students in the Focus on Youth Summer Program when hiring students in the Summer ( <b>Andre Fullerton, Focus on Youth Coordinator/Manager of Outreach, Community Use of Schools, regarding Focus on Youth Summer Program</b> )	Associate Director Planning and Facilities

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	Oct-17 Regular Board	Mar-18	Regular Board	Report regarding additional information using examples of other Boards' policies and by-laws and their rationale, along with a recommendation on the language in the updated by-laws ( <b>Proposed Amendment to the Board's Operating By-Law No. 175 regarding Signing Authorities</b> )	Legal Counsel
6	Sep-17 Student Achievement	TBC	Regular Board	Report regarding information on accessibility, ownership, costs, payment, permission, storage and usage of photographs taken by CPIC representative(s) at Board events ( <b>Inquiry from Trustee Andrachuk</b> )	Director of Education
7	Nov-17 Student Achievement	TBC	Regular Board	Report from the Governance and Policy Committee on the updated Anaphylaxis policy together with the response to the delegation and a copy of the presentation at the same time ( <b>Review of Anaphylaxis Policy, Protocol and Guidelines</b> )	Associate Director, Academic Affairs
8	Jan-18 Student Achievement	TBC	Regular Board	Report regarding feasibility study for a "Kiss and Ride" program including implementation protocols, review of capacity for drop off and walk areas in close proximity to the school and recommendations for drop off for Primary grade students at school. The study would also include protocols for the "Walking School Bus", already taking place as a special annual event in a number of schools, with recommendations for implementation for communities wishing to initiate such a program. Implementation for	Associate Director Planning and Facilities



#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>“Kiss and Ride” and/or the “Walking School Bus” would be determined through discussion and consultation with the local community by the School CSAC. Support and guidance would be provided by the Board as required.</p> <p>Report to include the active transportation initiative and any additional relevant transportation information including that of the City of Toronto that would improve the safety of students. <b>(Consideration of Motion from Trustee Andrachuk regarding “Kiss and Ride” and/or the “Walking School Bus” Feasibility Study)</b></p>	