

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA MARCH 22, 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

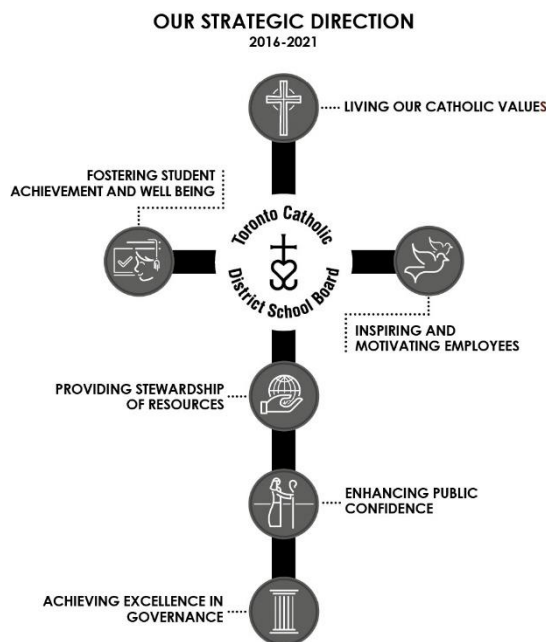
Angela Kennedy
Trustee Ward 11

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
Acting Asst. Recording Secretary, Colin Johnston, 416-222-8282 Ext. 2659298

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, March 22, 2018

7:00 P.M.

Pages

1. **Call to Order**
2. **Memorials and Opening Prayer**
3. **Singing of O Canada**
4. **Roll Call & Apologies**
5. **Approval of the Agenda**
6. **Reports from Private Session**
7. **Notices of Motions**
8. **Declarations of Interest**
9. **Approval and Signing of Minutes of the Previous Meetings**
 - 9.a **Special Board (Student Achievement) February 1, 2018**
 - 9.b **Special Board (Corporate Services) February 8, 2018**
 - 9.c **Regular Board February 22, 2018**

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

HELD THURSDAY, FEBRUARY 1, 2018

STUDENT ACHIEVEMENT

PRESENT:

Trustees: N. Crawford, Chair
A. Kennedy, Vice Chair
A. Andrachuk
F. D’Amico
B. Poplawski
M. Rizzo
G. Tanuan

Student Trustees: R. Carlisle
J. Ndongmi

Staff: R. McGuckin
D. Koenig
L. Noronha
P. Matthews
V. Burzotta
M. Caccamo
F. Cifelli
N. D’Avella
P. De Cock
L. Di Marco
C. Fernandes
K. Malcolm
G. Iuliano Marrello
M. Puccetti
J. Shanahan

D. Yack
J. Yan

A. Robertson, Parliamentarian

S. Harris, Recording Secretary
C. Johnston, Acting Assistant Recording Secretary
Secretary

4. Roll Call and Apologies

Apologies were extended on behalf of Trustees Bottoni, Davis, Del Grande and Piccininni.

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

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the items dealt with in PUBLIC Session be approved.

Results of the Vote taken as follows:

In Favour

Opposed

Trustees Andrachuk
Crawford
D'Amico
Kennedy
Poplawski
Rizzo
Tanan

The Motion was declared

CARRIED

Trustee Kennedy declared an interest in Item 15d) Employee Absenteeism Report as her family members are employees of this Board. Trustee Kennedy did not vote nor participate in the discussion on the item.

MATTERS AS CAPTURED IN THE ABOVE MOTION FOR PUBLIC SESSION

- 8) Minutes of the Regular Meeting held January 11, 2018 for PUBLIC Session approved.**
- 10a) Pastoral Plan 2018-2021 received.**
- 11a) From Trustee Rizzo regarding Public Disclosure and Future Plans for the Property at 25 Good Shepherd Court will be considered at the March 1, 2018 Student Achievement and Wellbeing, Catholic Education and Human Resources Committee meeting.**
- 11b) Trustee Rizzo regarding Public Disclosure of the Agreement of Purchase and Sale with TCDSB and VCI (Intergenerational Community Hub) will be considered at the March 1, 2018 Student Achievement and Wellbeing, Catholic Education and Human Resources Committee meeting.**
- 15a) Imposition of International Student Caps received.**

- 15b) Toronto Catholic District School Board (TCDSB) Pastoral Plan 2018-2021** that this be referred to staff to do exploratory work and come back with a report to include a plan and budget in consideration of the following:

That the Pastoral Plan to include our TCDSB Nurturing Our Catholic Community (NCC) team working closely with the various Toronto Archdiocese Lay Ministry groups headed by Bishop Kasun and the creation of the *Congregation for the Defense of the Faith* and *Pastoral Care Program* for administrators, chaplaincy, faculty, and staff sub-committees.

Other points for addition are:

1. Catholic Missions in Canada (CMIC) service trips; and
2. Components of:
 - a. Mercy and forgiveness, and Sacrament of Reconciliation;
 - b. The sacrament of Holy Communion (there is certainly plenty on Eucharist i.e. Mass itself); and
 - c. Helping each person to form and develop their own relationship with God, or as it is often described, ongoing encounter with Jesus, to ensure the growth of faith.

That communication of the Pastoral Plan 2018- 2021 be expanded to reach out to City Councillors, Members of Parliament (MPs), Members of Provincial Parliament (MPPs) and local newspapers.

- 15c) External Research Conducted in the Toronto Catholic District School Board, Policy S.19 - February 2018 Update** received.

- 15d) Employees Absenteeism Report** received and that the Chair on behalf of the Board write a letter to the Ministry of Education asking the Minister to address the financial gap for the salary envelope due to employee absenteeism.

- 17a) Inquiry from Trustee Kennedy regarding French Immersion Consultation at St. Patrick's Catholic Secondary School** that this be

referred to staff to come back with a report at the February 8, 2018 Corporate Services, Strategic Planning and Property Committee meeting.

- 17b) Inquiry from Trustee Rizzo regarding Open Letter relating to Learning Opportunities Grant** that this be referred to the February 8, 2018 Corporate Services Committee meeting.

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, 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
D'Amico
Kennedy
Poplawski
Rizzo
Tanan

The Motion was declared

CARRIED

SECRETARY

CHAIR

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

HELD THURSDAY, FEBRUARY 8, 2018

Corporate Services

PRESENT:

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

Staff: R. McGuckin
D. Koenig
L. Noronha
P. Matthews
M. Caccamo
F. Cifelli
P. De Cock
A. Della Mora
M. Puccetti
J. Shanahan
J. Volek
D. Yack
J. Yan

A. Robertson, Parliamentarian

S. Harris, Recording Secretary

C. Johnston, Acting Assistant Recording Secretary

4. Roll Call and Apologies

Apologies were received on behalf of Trustee Davis, 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 PUBLIC and PRIVATE Sessions were deemed presented.

MOVED by Trustee Kennedy, seconded by Trustee Piccininni, that all matters discussed in PUBLIC and PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

(Private Minutes Distributed Separately under Confidential Cover)

MATTERS AS CAPTURED IN THE ABOVE MOTION FOR PUBLIC SESSION

- 8. Minutes of the Regular Meeting held January 18, 2018 for PUBLIC Session approved.**
- 9. Delegations**
 - 9a) Markus de Domenico, Parent Involvement Committee Ward Representative and the Committee for Lease or Purchase of Scarlett Heights, regarding Scarlett Heights acquisition received and referred to staff.**
 - 9b) Annette Heim, Nativity of Our Lord Chair, Facilities Sub Committee, regarding New School for Nativity of Our Lord received and referred to staff to come back with a report at the April 12, 2018 Corporate Services, Strategic Planning and Property Committee meeting.**
 - 9c) Basilio Nucara regarding Overcapacity of Secondary Schools and Acquisition of Scarlet Heights received and referred to staff.**
 - 9d) Jennifer di Francesco, Chair, St. Eugene Catholic School Parent Council (CSPC), regarding St. Eugene Roundabout and Westroyal Traffic and Safety Issues received and referred to staff.**

11. Notices of Motion

- 11a) From Trustee Rizzo regarding Confidential Information** will be considered at the March 8, 2018 Corporate Services, Strategic Planning and Property Committee Meeting.

15. Staff Reports

15a) Update regarding Digital Signage received and

1. That a phased digital signage program be initiated for secondary schools, as detailed in the report, to be funded in the amount of \$250,000.00 a year, as part of the School Renewal Program, starting 2018/2019;
2. That the phasing of the secondary schools be prioritized as detailed in the report, starting with under-subscribed schools and/or schools with approved site improvement projects;
3. That the Board continue to allow school communities to raise funds to cover the costs for school signage, meeting Board specifications, and that the electrical and digital connection costs for digital signage be covered under the School Renewal Program;
4. That the Chair of the Board send a letter to the Mayor of Toronto, requesting that the City of Toronto permit fee for school signage be waived; and
5. That the Board approve a standard sign design for elementary schools, as per the sample sign provided in Appendix A.

- 15b) Implementation of French Immersion Programming at St. Patrick Catholic Secondary School** that the decision regarding French Immersion at St. Patrick Catholic Secondary School be reconsidered.

- 15c) Investment Report 2016/17 (Information)** received.

- 15d) Summary of Toronto Catholic District School Board Transportation Challenges and Ministry Reform of Transportation Policy and Funding** received.

17. Inquiries and Miscellaneous

- 17a) Inquiry regarding Cash Online Update** received and referred to staff to come back with a report regarding a full review and update on the rollout

etc. in May 2018.

MOVED by Trustee Crawford, seconded by Trustee Piccininni, 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
 Bottoni
 Crawford
 D'Amico
 Del Grande
 Kennedy
 Martino
 Piccininni
 Rizzo
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that all matters discussed in PRIVATE Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee D'Amico, 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
 Bottoni
 Crawford
 D'Amico
 Del Grande

Kennedy
Martino
Piccininni
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

MINUTES OF THE REGULAR MEETING
OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
HELD THURSDAY, FEBRUARY 22, 2018
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
J. Ndongmi

R. McGuckin
L. Noronha
P. Aguiar
S. Campbell
P. De Cock
A. Della Mora
N. D’Avella
C. Fernandes
K. Malcolm

M. Puccetti
J. Shanahan
J. Volek
J. Wujek
D. Yack
J. Yan

E. Roher, External Legal Counsel

S. Harris, Recording Secretary
C. Johnston, Acting Assistant Recording Secretary

A. Robertson, Parliamentarian

5. Approval of the Agenda

MOVED by Trustee Andrachuk, seconded by Trustee Piccininni, that the Agenda, 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

MOVED by Trustee Andrachuk, seconded by Trustee Bottoni, that the Agenda be reopened.

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 Item 19a) Inquiry from Trustee Piccininni regarding the Emailing of Private Minutes be added to the Agenda.

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 Crawford, that the Human Resources matter discussed in DOUBLE PRIVATE Session regarding the Final Approval of the Executive Compensation Plan as follows:

- a. That the Toronto Catholic District School Board approve the final version of the Executive Compensation Program, as presented; and
- b. That the Toronto Catholic District School Board confirm that the Executive Compensation Program has been posted on its public-facing website.

and the matters discussed in PRIVATE Session regarding St. John the Evangelist Catholic Elementary School Toronto Catholic District School

Board/Metrolinx Agreements (Ward 6), FACE Meeting Update and a Legal Opinion, 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

Trustee Piccininni left the horseshoe at 7:29 pm.

Trustee Piccininni returned to the horseshoe at 7:33 pm.

8. Declarations of Interest

There was no Declaration of Interest.

9. Approval and Signing of Minutes of the Previous Meetings

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

9a) Special Board (Student Achievement) January 11, 2018 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

MOVED by Trustee Andrachuk, seconded by Trustee Martino, that Items 9b) and 9c) be adopted as follows:

9b) Special Board (Corporate Services) January 18, 2018 approved,

9c) Regular Board January 25, 2018 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

10. Presentations

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 10a) be adopted as follows:

10a) Monthly Report from the Chair of the Board 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

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 10b) be adopted as follows:

10b) Monthly Report from the Director of Education 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
Tantuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Item 10c) be adopted as follows:

10c) Monthly Report including the Transition Plan from the Student Trustee(s) received and that staff investigate the possibility of implementing a Newcomer Transition Program for all Toronto Catholic District School Board (TCDSB) secondary students to ensure an inclusive learning environment for all.

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

Student Trustees Carlisle and Ndongmi wished to be recorded as voting in favour.

11. Delegations

MOVED by Trustee Rizzo, seconded by Trustee Piccininni, that Item 11a) be adopted as follows:

11a) **Hon. Consiglio Di Nino regarding Villa Charities Inc. Project** 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

MOVED by Trustee Rizzo, seconded by Trustee Bottoni, that Item 11b) be adopted as follows:

11b) Paul Ariemma regarding Proposed Redevelopment Project with Villa Charities Inc. received

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Piccininni, that Item 11c) be adopted as follows:

11c) Sabina Pamfili regarding Views of Tenants at Casa Del Zotto received.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Rizzo, that Item 11d) be adopted as follows:

11d) Anthony Fusco regarding Columbus Centre & Toronto Catholic District School Board Partnership that he be allowed extended time to complete his presentation.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Bottoni, that Item 11d) be received.

Results of the Vote taken, as follows:

In favour

Opposed

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

Piccininni
Poplawski
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Piccininni left the horseshoe at 8:06 pm.

Trustee Piccininni returned to the horseshoe at 8:09 pm.

MOVED by Trustee Rizzo, seconded by Trustee Martino, that Item 11e) be adopted as follows:

- 11e) Elliot Posen regarding Proposed Agreement Between the Toronto Catholic District School Board and Villa Charities received.**

Results of the Vote taken, as follows:

In favour

Opposed

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

Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 11f) be adopted as follows:

11f) Connie Ricupero regarding Save Columbus Centre received.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 11g) be adopted as follows:

11g) Pier Luigi Roi regarding Columbus Centre received

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Rizzo, that Item 11h) be adopted as follows:

11h) Stephanie Fusco regarding Villa Charities Inc/Toronto Catholic District School Board Project received

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Piccininni, that Item 11i) be adopted as follows:

- 11i) Paul Cavalluzzo on behalf of Joseph Baglieri regarding Villa Charities Inc/Toronto Catholic District School Board Project received.**

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Crawford
 Davis
 D'Amico

Del Grande
Kennedy
Martino
Piccininni
Poplawski
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee D'Amico left the meeting (by teleconference) at 8:35 pm.

MOVED by Trustee Piccininni, seconded by Trustee Rizzo, that Item 11j) be adopted as follows:

- 11j) Anthony DiCaia, President and CEO of Villa Charities Inc., regarding Villa Charities Inc./Toronto Catholic District School Board Intergenerational Community Hub** that he be allowed extended time to complete his presentation.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Bottoni
Crawford
Davis
Del Grande
Kennedy
Martino
Piccininni

Poplawski
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee D'Amico rejoined the meeting (by teleconference) at 8:38 pm.

MOVED by Trustee Piccininni, seconded by Trustee Rizzo, that Item 11j) be received.

Results of the Vote taken, as follows:

In favour

Opposed

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

D'Amico

The Motion was declared

CARRIED

MOVED by Trustee Martino, seconded by Trustee Andrachuk, that the Agenda be reopened to discuss Item 17a) Toronto Catholic District School Board/Villa Charities Inc. Intergenerational Community Hub Summative Report as the next item of business.

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 D'Amico left the meeting (by teleconference) at 8:50 pm.

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

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 17a) be adopted as follows:

17a) Toronto Catholic District School Board/Villa Charities Inc.

Intergenerational Community Hub Summative Report:

1. That the staff report be received;
2. That the Board sever the ties with Villa Charities for a joint use facility on Lawrence Avenue West;
3. That staff explore all possible facility options to accommodate the secondary school (Dante Alighieri), the elementary school (Regina Mundi) and the Reggio Emilia daycare centre (approved and funded by the province) on TCDSB property;
4. That staff present the aforementioned report with options and recommendations to the Board;
5. That staff prepare an urgent business case for capital funding of Regina Mundi Catholic School and submit it to the Ministry of Education;
6. That staff prepare all the financial expenditures to date on the project and submit it to the Ministry of Education as per the request of the Ministry;
7. That a meeting with the Ministry of Education, local Member of Provincial Parliament (MPP) and City Councillor be requested and that the local Trustee, Chair and Director of Education confirm the commitment and the willingness of the Minister of Education and Early Years to “work quickly with the Board” to address the accommodation needs of this school community;
8. That the purchase and sale agreement between TCDSB and Villa Charities Inc. (VCI) of 3.467 acres of land on Lawrence Avenue West be disclosed and made public;
9. That all financial information regarding the costs to date for the TCDSB and Villa Charities joint venture be disclosed publicly. Expenditures to include all costs for feasibility studies, consultants, architects, planners, engineers, etc.;
10. That all financial information regarding the purchase of 25 Good Shepherd Court be disclosed and made public,

11. That the Director of Education report to public Board on the purpose of purchasing 25 Good Shepherd Court; and
12. That a Community Advisory Committee be established to review, advise and recommend short and long term plans for the site located at 25 Good Shepherd Court. The composition of the Community Advisory Committee will include:
 - parent representatives (two);
 - school principals (two);
 - school superintendent (one);
 - Dante student (one);
 - neighbourhood residents (two);
 - local trustee (one); and
 - local MPP and City Councillor will be invited to participate

MOVED in AMENDMENT by Trustee Piccininni, seconded by Trustee Andrachuk, that “*neighbourhood residents (two)*” in Recommendation 12 be amended to read “*greater school community residents (10)*”.

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

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Crawford
 Davis
 Del Grande
 Kennedy
 Martino
 Piccininni
 Poplawski
 Rizzo

Tanuan

The Amendment was declared

CARRIED

Student Trustees Carlisle and Ndongmi wished to be recorded in favour of the Amendment.

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

In favour

Opposed

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

The Motion, as amended, was declared

CARRIED

Student Trustees Carlisle and Ndongmi wished to be recorded in favour of the Motion, as amended.

The Chair declared a 10-minute recess.

The meeting reconvened with Trustee Poplawski in the Chair.

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

MOVED by Trustee Del Grande, seconded by Trustee Martino, that Item 12a) be adopted as follows:

12a) From Trustee Del Grande regarding Reimbursement of Legal Fees:

- i. That an external legal opinion be obtained and submitted to the Board on indemnifying Members of the Board and Management/excluding staff (if not already covered) for legal advice/support on civil and defamation actions; and
- ii. 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.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

Student Trustees wished to be recorded in favour.

14 Matters Recommended by Statutory Committees of the Board

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

14a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting held on January 10, 2018 and SEAC's Recommendations received and referred to staff to bring back reports on the following recommendations:

- i. That a Student Trustee be appointed to be included in SEAC membership;
- ii. That the Toronto Catholic District School Board Mental Health Advisory Committee be expanded to include representation from the Religious Education Department; and
- iii. 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 January 10, 2018 SEAC Agenda.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Del Grande, that Recommendation 1 be removed.

Trustee Piccininni left the horseshoe at 9:34 pm.

Trustee Piccininni returned to the horseshoe at 9:43 pm.

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

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Del Grande
Martino
Piccininni

Bottoni
Kennedy
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
Davis
Del Grande
Kennedy
Martino
Piccininni
Poplawski
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

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

14b) Approved Minutes of the Toronto Catholic Parent Involvement Committee (PIC) Meeting held on November 20, 2017 and December 11, 2017 and Recommendations received and referred to staff the following recommendations:

Toronto Catholic PIC Recommendations to the Board of Trustees and Staff:

1. That parent engagement strategies and best practices be a standing item at every superintendent/principal meeting;
2. That staff send a letter with Catholic School Parent Council (CSPC) email information addressed to each CSPC Chair by courier. The letter should include the benefits and value of using the TCDSB assigned email address, as well as how to obtain access and how to forward to their personal email address, if desired. A copy of this letter should also be sent to all Principals with a strong header to remind the Principals of the importance of CSPC Chairs using the TCDSB assigned email address.
3. That staff remind Principals that the Safe School Committee at the school level should include the mandated parent representative(s).
4. That the Board of Trustees review the secondary school level policy on parent-teacher interviews to confirm that the option of one or two evenings is available to parents; and,
5. Through the Board of Trustees, that staff ensure that parent(s) are informed about their options and rights to connect with teachers and principals outside of designated interview days.
6. That a new process and Information Technology (IT) protocol be developed to achieve the following:
 - a. Consistent with the Toronto Catholic PIC recommendation Motion 17/11-16 made on November 20, 2017, and to be acted on by staff, that every new school year, the School Board send out via the school Principal a personalised letter that informs and instructs the newly elected or returning CSPC chair about the existence, benefits and login information to the CSPC email account
 - b. In recognising that CSPC chairs are not school Board employees, they should not be subject to Bring Your Own Device (BYOD) policies; the school Board needs to provide straightforward instructions on the various

- means to access their CSPC email account and how to set it up as an additional mailbox on the parent's existing email accounts (examples by way of Active Sync, etc.), web service, and mobile connect methods and/or on how to forward or proxy, to their personal email; and
- c. These instructions should be easily accessible using modern social media methodology like YouTube, Facebook, Video on Parent webpage, etc.

Results of the Vote taken as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Crawford
 Del Grande
 Kennedy
 Martino
 Piccininni
 Poplawski
 Rizzo
 Tanuan

Davis

The Motion was declared

CARRIED

Trustee D'Amico rejoined the meeting (by teleconference) at 10:05 pm.

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

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Item 17b) be adopted as follows:

17b) Realignment of Trustee Wards to the Newly Approved 47 City Wards:

1. That the Board approve Trustee ward boundary Option 3a;) and
2. That staff provide the City Clerk's office with the newly approved Trustee wards prior to the April 1, 2018 submission deadline.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Davis, that *Option 3a)* in Recommendation 1 be replaced with *Option 4*.

Trustee D'Amico left the meeting (by teleconference) at 10:15 pm.

The Chair's ruling that the Amendment was out of order was challenged.

Results of the Vote taken on the Chair's Ruling, as follows:

In favour

Trustees Bottoni
Kennedy
Poplawski
Rizzo
Tanuan

Opposed

Andrachuk
Crawford
Davis
Del Grande
Martino
Piccininni

The Chair's ruling was declared

OVERRULED

Trustee D'Amico arrived in person at 10:22 pm.

Trustee Poplawski relinquished the Chair to Trustee Rizzo.

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

In favour

Opposed

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

Crawford
Kennedy
Poplawski
Tanuan

The Amendment was declared

CARRIED

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

In favour

Opposed

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

Crawford
Kennedy
Poplawski
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Poplawski reassumed the Chair.

MOVED by Trustee Crawford, seconded by Trustee Davis, that Item 17c) be adopted as follows:

17c) Revised Annual Calendar of Reports and Policy Metrics received and that Trustees approve the revised Calendar of Annual Reports and Policy Metric Reports presented in Appendix D.

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 Crawford, seconded by Trustee Davis, that Item 17d) be adopted as follows:

17d) Update from the Executive Compensation Adhoc Committee:

- i. That a compensation policy be established to include a performance-related pay component of compensation for Executive staff;
- ii. That the Terms of Reference of the Executive Compensation Committee in Appendix A be adopted; and
- iii. That in compliance with legislation, that the Board approve the final Ministry-approved Executive Compensation Plan for the Toronto Catholic District School Board (TCDSB) and that the Board staff confirm that the final approved Plan is posted on the TCDSB's external website.

Results of the Vote taken, as follows:

In favour

Opposed

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

D'Amico
Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Andrachuk, that Item 17e) be adopted as follows:

17e) School Year Calendar 2018-2019 received and that the Board of Trustees approve:

1. The school year calendar for the 2018-2019 school year in Appendix A; and
2. The communication plan outlined in this report; and that Principals share the 2018-2019 school year calendar and the plans for professional activity days with their CSPC members and their school communities.

Results of the Vote taken, as follows:

In favour

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

Opposed

Davis
Kennedy
Rizzo

The Motion was declared

CARRIED

19. Inquiries and Miscellaneous

MOVED by Trustee Kennedy, seconded by Trustee Bottoni, that Item 19a) be adopted as follows:

- 19a) Inquiry from Trustee Piccininni regarding Emailing of Private Minutes** that the matter of the alleged breach of the Code of Conduct be referred to the March 8, 2018 Corporate Services, Strategic Planning and Property Committee PRIVATE Session.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

Trustee Martino left the meeting at 10:59 pm.

22. Adjournment

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

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

The meeting adjourned at 11:00 pm.

SECRETARY

CHAIR



Chair's Monthly Report February 26 – March 23, 2018

Following are highlights for the period of February 26th to March 23rd

February 27

- Along with the Director delivered greetings at the annual TCDSB Safe and Caring School Ambassador Symposium at Montecassino Event Centre

February 28

- Along with the Director, Trustees and Staff participated in TCDSB Health Action Day along with the Toronto Marlies at the Ricoh Coliseum

March 7

- Along with Trustees and Staff attended the 28th Annual Ordinandi Dinner at Person Convention Centre

March 6

- Along with the Director had the pleasure of participating in the Celtic Heritage month celebrations at St. Bonaventure Parish and School



Director's Monthly Report February 26 – March 23, 2018

Following are highlights for the period of February 26th to March 23rd

February 26

- Delivered greetings at this year's New Teacher Induction Program at the CEC
- Met with Student Trustees to review their initiative for student focus groups in Catholic Secondary Schools

February 27

- Along with the Chair delivered greetings at the annual TCDSB Safe and Caring School Ambassador Symposium at Montecassino Event Centre

February 28

- Along with the Chair, Trustees and Staff participated in TCDSB Health Action Day along with the Toronto Marlies at the Ricoh Coliseum
- Had the pleasure of participating in the Festival of African Heritage Month at St. Dorothy Catholic School

March 1

- Attended the 12th Annual Ontario Education Research Symposium in Toronto

March 6

- Along with the Chair had the pleasure of participating in the Celtic Heritage month celebrations at St. Bonaventure Parish and School
- In recognition of International Woman's Day, along with Trustee Andrachuk, celebrated Michael Power/St. Joseph Mother-Daughter Wellness Tea celebration

March 7

- Along with Trustee Del Grande and Superintendent Kevin Malcolm had the pleasure of attending the Belle & Beast Production at St. Lawrence Catholic School

March 8

- Attended the Student Nutrition Toronto Strategic Council Meeting at Toronto City Hall
- Delivered greetings at the PASSCO - *Philippine Arts and Social Studies in Ontario Curriculum Project* launch, at the CEC

March 9

- Held meeting with Privit, an organization that helps schools simplify the processing of collecting and managing student health information, to discuss concussion laws recently passed in Ontario, at the CEC

March 21

- Delivered greetings at the Keynote Principal Retreat at St. Bonaventure Church Hall

March Student Trustee Board Report



CSLIT General Assembly:

The February General Assembly was held on February 27th. Students had a chance to hear from a keynote speaker from Development and Peace regarding the importance of the voices of women in our society. Student leaders were also able to network and share leadership skills with each other.

During the General Assembly, the Student Trustees Applications for the 2018-2020 term were released. CSLIT will be hosting a “Meet the Candidates Night” For all interested Student Trustee applicants on March 27, 2018.

Presidents Council:

On March 9, CSLIT hosted the 2018 AGM President’s Council Conference. It was an opportunity for Student Council members to share their best practices in their schools to fellow students. Students also had the opportunity to reflect and share what would be their ideal high schools with a TCDSB contracted school architect, participate in three different professional development workshops and create an important network of Student Council members from 25 TCDSB secondary schools.

To finish up the conference, the Chair and the Vice-Chair of the Board came to listen to student concerns. The Student Trustees are currently in the process of gathering more in-depth student input from Student Councils across our Board.

Student Trustee Update:

February 27 - Student Trustee Rhea Carlisle emceed the TCDSB Safe Schools Symposium.

March 9 - Student Trustee Rhea Carlisle attended an event with ME to WE and Ontario’s Premier to speak about the work Student Trustees are doing.

Upcoming CSLIT events:

Student leaders from CSLIT will be visiting the Woodland Cultural Centre April 9. In addition, the Social Justice Committee will be hosting the Break the Glass Conference for women's rights on April 20.



REPORT TO

REGULAR BOARD

STATEMENTS OF THE BOARD FOR THE IMPLEMENTATION OF EDUCATION DEVELOPMENT CHARGES

*Whatever your task, put yourselves into it, as done for the Lord and not for your masters.
Colossians 3:23(NRSVCE)*

Created, Draft	First Tabling	Review
March 13, 2018	March 22, 2018	

M. Loberto, Sr. Coordinator of Development Services

J. Volek, (Acting) Comptroller Planning and Development Services

RECOMMENDATION REPORT

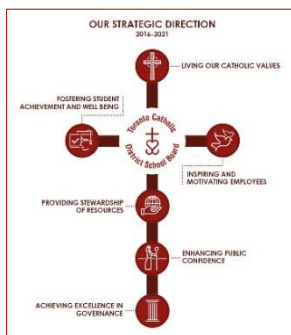
Vision:

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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

M. Puccetti
(Acting) Associate Director
of Planning and Facilities

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

A. EXECUTIVE SUMMARY

The Board's current Education Development Charges (EDC) By-law No. 163 will expire no later than June 30, 2018. Quadrant Advisory Group has been retained to undertake the required EDC Background Study in order for the Board to adopt a successor By-law. This report recommends that the Board consider the following statements, a requirement for renewing the EDC By-law as outlined in *O. Reg. 20/98* of the *Education Act*.

1. Staff have examined the Board's operating budget for potential savings that could be applied to reduce growth-related net education land costs. While the Board is currently carrying an Accumulated Surplus amount, these funds are either being restricted as appropriate operating budget contingency or will be used in future years for reinvestment in the operational needs of the Board and towards the end goal of student achievement and wellbeing. Based on this assessment, the Board has no operating surpluses to use to reduce the proposed Education Development Charges.
2. The Board has pursued opportunities to share space to address growth-related needs; however, no such sharing arrangements have been secured but the Board remains open to considering alternative accommodation arrangements.

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

B. BACKGROUND

1. The current Toronto Catholic District School Board's Education Development Charges (EDC) By-law No. 178 was enacted on June 6, 2013, and came into force on July 1, 2013. The By-law has a term of five years. Under the legislative provisions of the *Education Act*, the current By-law will expire on June 30, 2018 unless it is repealed at an earlier date.
2. The Board has retained Quadrant Advisory Group to proceed with a successor EDC By-law within the prescribed timeline. Quadrant Advisory Group has been involved in the preparation of all previous TCDSB EDC By-laws and amendments and continues to provide the Board with strategic advice related to EDC matters.

3. In accordance with *Ontario Regulation 20/98 (Education development Charges – General)*, Part III, the Board is required to approve statements in relation to the following items for inclusion in the EDC Background Study:

Use of Surplus Operating Funds

- *O. Reg s.9(8): A statement from the Board stating that it has reviewed its operating budget for savings that could be applied to reduce growth-related net education land costs, and the amount of any savings which it proposes to apply, if any.*

Staff have examined the Board's operating budget for potential savings that could be applied to reduce growth-related net education land costs. While the Board is currently carrying an Accumulated Surplus amount, these funds are either being restricted as appropriate operating budget contingency or will be used in future years for reinvestment in the operational needs of the Board and towards the end goal of student achievement and wellbeing. Based on this assessment, the Board has no operating surpluses to use to reduce the proposed Education Development Charges.

Alternative Accommodation Arrangements

- *O. Reg s.9(6): A statement of the Board's policy concerning possible arrangements with municipalities, schools board or other persons or bodies in the public or private sector, including arrangements of a long-term or co-operative nature, which would provide accommodation for the new elementary school pupils and the new secondary school pupils estimated under paragraph 3 of section 7, without imposing education development charges, or with a reduction in such charges.*
- *O. Reg s.9(7): If a previous education development charge background study completed by the board included a statement under paragraph 6, a statement of how the policy referred to in the statement was implemented and, if it was not implemented, an explanation of why it was not implemented.*

The Board has pursued opportunities to share space to address growth-related needs; however, no such sharing arrangements have been secured but the Board remains open to considering alternative accommodation arrangements.

4. In order to pursue the Education Development Charges successor By-law, staff recommend that the Board approve the aforementioned statements, which are a requirement for renewing the EDC By-law as outlined in *O. Reg. 20/98 of the Education Act*.

C. STAFF RECOMMENDATION

That the following statements, in accordance with *Ontario Regulation 20/98 Section 9(1), and Sections 257.60(1) and Section 257.60(2) of the Education Act* be approved:

1. Staff have examined the Board's operating budget for potential savings that could be applied to reduce growth-related net education land costs. While the Board is currently carrying an Accumulated Surplus amount, these funds are either being restricted as appropriate operating budget contingency or will be used in future years for reinvestment in the operational needs of the Board and towards the end goal of student achievement and wellbeing. Based on this assessment, the Board has no operating surpluses to use to reduce the proposed Education Development Charges.
2. The Board has pursued opportunities to share space to address growth-related needs; however, no such sharing arrangements have been secured but the Board remains open to considering alternative accommodation arrangements.



REPORT TO

REGULAR BOARD

2018-2019 PRELIMINARY TEACHER STAFFING PROJECTIONS

*"I SAW THE SPIRIT DESCENDING FROM HEAVEN LIKE A DOVE, AND IT REMAINED ON HIM."
JOHN 1:32*

Created, Draft	First Tabling	Review
March 6, 2018	March 22, 2018	Click here to enter a date.

A, Della Mora, Superintendent of Human Resources and Employee Relations
P. De Cock, Comptroller of Business Services and Finance
J. Volek, Superintendent Planning & Development

RECOMMENDATION REPORT

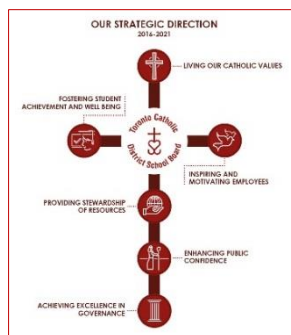
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

Maia Puccetti
Acting Associate Director of
Planning and Facilities

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

A. EXECUTIVE SUMMARY

This report has been prepared to engage the Board in the budget planning and review process for TCDSB as it relates to the 2018-19 preliminary school staffing projections for teachers.

B. PURPOSE

This report will present to the Board the estimated enrolment and program funding impacts on total school staffing, as enrolment is the key driver of Grants for Student Needs (GSN) funding provided to the Toronto Catholic District School Board. On March 8, 2018, the Corporate Services, Strategic Planning and Property Committee approved the consensus enrolment projections, so staff has prepared and acted on the preliminary staffing numbers to meet collective agreement timelines.

C. BACKGROUND

1. **January 8 -February 16, 2018** - Consensus student enrolment projections were determined in collaboration with the Planning Department, school Principals and Area Superintendents. Trend data were utilized to predict staffing projections ahead of the release to school boards of Grants for Student Needs (GSN) funding.
2. **March 2018** – Elementary school tentative staffing models were developed for schools as per the Elementary Teacher Collective Agreement. All declarations of surplus teachers, if any, must be made no later than March 31, 2018.
3. **March 8, 2018** – At the Regular Board meeting, the Board approved the consensus student enrolment projections for the 2018-2019 school year.
4. **April 2018** – Secondary school tentative staffing models are developed as per the Secondary Teacher Collective Agreement. All declarations for surplus teachers, if any, must be made no later than April 15, 2018.

D. EVIDENCE/RESEARCH/ANAYLYSIS

1. ASSUMPTIONS – Preliminary Staffing Projections

Student enrolment projections for 2018-2019 are approximately 91,215 pupils representing an overall increase of 407 students. The pupil count is converted to an Annual Daily Enrolment (ADE) in determination of required teacher staffing levels.

2. After numerous consultation meetings with elementary and secondary Principals, Area Superintendents, Information & Communication Technology staff and Human Resources, the Annual Daily Enrolment (ADE) projections for 2018-2019 are reported at **91,215**:

2018-2019 ANNUAL DAILY ENROLMENT PROJECTIONS

PANEL	2017-2018 ADE REVISED	2018-2019 ADE PRELIMINARY	VARIANCE
Elementary	61,617	62,014	397
Secondary	29,191	29,201	10
TOTAL:	90,808	91,215	407

3. Decisions on staffing use a set of parameters to arrive at school-based staff allocations. These include the Ministry of Education's Primary Class Size (PCS) requirements and historical board-wide class size averages. The staffing allocations must also adhere to legislative requirements including Collective Agreements that are in place with all of our bargaining units.
4. Staff affected directly by enrolment changes include Teachers, Early Childhood Educators, Principals, Vice-Principals and other school based support staff which are all funded by various Grants for Student Needs (GSN) that are a function of student enrolment projections. The various Grants include the Pupil & School Foundations, Special Education, Language (English and French as a Second Language), Teacher Qualification and Experience, and Education Program Other (EPO) Grants.
5. Schools with low enrolment will also have an effect on the staffing levels within our elementary and secondary schools.
6. The key parameters for staffing include:

- a) Full-Day Kindergarten classes will require average class sizes of 26 to 1, with a new, reduced class size maximum of 29 students.
- b) Grades 1-3 classes are capped at 20 students to 1 teacher for 90% of classes and at 23 students for 10% of classes.
- c) Grades 4-8 classes are capped at 24.97 to 1 (down from 25.7 to 1) to reflect new legislative requirements consistent with the Education Act (Section 132/12, s.7).
- d) Special Education teacher requirements are determined annually based on identified needs in the Individual Education Plan (IEP).
- e) Elementary Program Specialty Teacher requirements for the provision of planning and evaluation time for teachers are based on the total number of school-based teachers.
- f) Secondary school class sizes must average 22 students to 1 teacher on aggregate.

7. TCDSB 2017-2018 Preliminary School-Based Staff Projections

TCDSB Collective Agreements requires the board to make decisions before March 31, 2018 for school staffing levels in September 2018.

CATEGORY	2017-2018 Staff FTE	2018-2019 Preliminary Staff FTE
Elementary Teachers Grade 1-8 Teachers Specialty Teachers English Second Language Special Education Guidance Literacy & Numeracy	REVISED 3778.3	3813.3
Secondary Teachers Gr. 9-12 Credit Teachers ESL, Special Education Library & Guidance Student Success Teachers, Chaplains	REVISED 2068.0	2069

8. Any staffing reductions will be achieved through attrition. In the two largest employee groups, elementary and secondary teachers, it is projected that there will be 136.67 elementary and 79.33 secondary teachers retiring based on the 6 year historical average calculated in the table below.

Toronto Catholic DSB Teacher Retirement History

Year	Elementary	Secondary
2012	170.0	90.0
2013	122.0	81.0
2014	113.0	57.0
2015	165.0	86.0
2016	126.0	87.0
2017	124.0	75.0
Total	820	476
6 Year Average Retirements	136.67	79.33

The chart below summarizes the projected net open positions for elementary and secondary panels. Any surplus for teachers and other school-based staff will be dealt with through the staff allocation process embedded in Collective Agreements.

2018-2019 Preliminary Teacher Staffing Projections

ELEMENTARY OPEN POSITIONS	FTE
Approximate Openings due to Retirements	136.67
Projected Enrolment Increase	35.4
Estimated Openings	172.07

SECONDARY OPEN POSITIONS	FTE
Approximate Openings due to Retirements	79.33
Projected Enrolment Increase	1.0
Estimated Openings	80.33

9. Enrolment increases/decreases in September 2018 will further affect the staffing levels.
10. Any additional reductions in GSN funding will also further affect the staffing levels for September 2018. Any additional potential staffing changes will be considered as part of the 2018-2019 Budget consultation process.

E. STAFF RECOMMENDATION

That the Board of Trustees approve the preliminary staffing projections for 2018-2019 as outlined in this report.



REPORT TO

REGULAR BOARD

TCDSB REPRESENTATION ON OCSTA BOARD OF DIRECTORS 2018-2020

Remember your leaders, those who speak to you the word of God. Consider the outcome of their way of life, and imitate their faith.

Hebrews 13:7

Created, Draft	First Tabling	Review
March 6, 2018	March 22, 2018	Click here to enter a date.

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

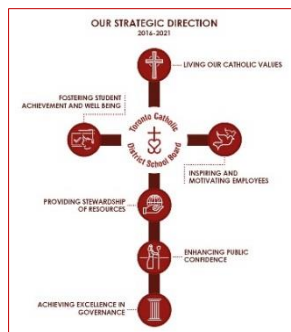
Vision:

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

M. Puccetti
Acting Associate Director
of Planning and Facilities

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

A. EXECUTIVE SUMMARY

The Ontario Catholic School Trustees' Association (OCSTA) requests the appointment of two (2) Trustees to the OCSTA Board of Directors for a two-year term, April 2018-April 2020. (Appendix A)

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

B. PURPOSE

1. A Board of Directors consisting of a President, a Vice President, a Past President, and fifteen (15) Trustees from across twelve (12) regions of the province manages OCSTA.
2. The Toronto Catholic District School Board (TCDSB) is entitled to appoint two (2) representatives to serve on the Board of Directors of OCSTA.

C. BACKGROUND

1. Trustee Andrachuk and Trustee Del Grande represent the TCDSB on the OCSTA Board of Directors, and the term expires on April 27, 2018.
2. TCDSB's new representatives on the OCSTA Board of Directors, will be announced on April 27, 2018 at the Annual General Meeting and Conference, and will serve a two-year term.

D. STAFF RECOMMENDATION

That the Board nominate two (2) representatives to serve on the OCSTA Board of Directors, for a two-year term.



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick J. Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

January 9, 2018

TO: Chairpersons & Directors of Education
- Toronto CDSB (Region 6)
- Dufferin-Peel CDSB (Region 7)
- York CDSB (Region 8)
- Ottawa CSB (Region 12)

FROM: Nick Milanetti, Executive Director

RE: **Appointment of Representatives to the OCSTA Board of Directors**

Appointment of your board's representative/s to the OCSTA Board of Directors for the two-year term, April 2018 to April 2020 will be announced on April 27, 2018 at our Annual General Meeting & Conference.

Please inform us of your appointment(s) as soon as they are determined and no later than April 6, 2018.

It would be most helpful to have this information as soon as possible.

Please contact me if you have any questions.

c.c: Ann Andrachuk, Michael Del Grande
Mario Pascucci, Thomas Thomas
Carol Cotton
Mark Mullan

Attachment: OCSTA Board of Directors – Roles & Responsibilities



Ontario Catholic School Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

OCSTA is a Not-For-Profit Corporation and is subject to the
Not-For-Profit Corporations Act

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President
15 Regional Directors
Executive Director
Chaplain
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

The Board of Directors

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA award recipients.
- Establishes ad-hoc work groups, as required.
- Other responsibilities as adopted by the Board of Directors.

Board of Directors' Meetings

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Committee Meetings

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

Regional Directors

- Know and understand:
 - the issues currently under discussion at OCSTA;
 - the position of OCSTA on these issues; and
 - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
 - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
 - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at OCSTA board meetings.

Table Officers

The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

Mission Statement

Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO CONFLICT RESOLUTION POLICY (H.M.19)

A soft answer turns away wrath, but a harsh word stirs up anger.
Proverbs 15:1

Created, Draft	First Tabling	Review
February 13, 2018	February 22, 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 updates to the current Conflict Resolution policy (H.M.19) to reflect current practices in meta policy format in addition to appending the Conflict Resolution Guidelines detailing the current practices of the board pertaining to conflict resolution.

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: Conflict Resolution Policy (H.M.19) with proposed amendments

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Conflict Resolution Policy (H.M.19) as amended and proposed in Appendix A.

**APPENDIX A**

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

Date Approved: November 13, 1997- Board	Date of Next Review: February 2023	Dates of Amendments: February 22, 2018
Cross References: Complaint Against a Staff Member policy (H.M.30) Harassment and Discrimination policy (H.M.14) Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns (A.33)		
Appendix: Conflict Resolution Guidelines		

Purpose:

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

Scope and Responsibility:

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

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees



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

Policy:

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

Regulations:

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

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

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

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



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

- c. offer the services of a trained facilitator from an established TCDSB pool, i.e. third person assistance, if and when requested by the disputants, and
- d. provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.

~~A guideline with specific advice and procedures for dealing with disputes will be piloted following approval by the Board.~~

- 4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.
- 5. Records will be retained in keeping with the requirements of the Board's records schedule and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- ~~6. The draft guidelines will be reviewed at the end of one full year.~~

Evaluation and Metrics:

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

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

CONFLICT RESOLUTION GUIDELINES



Rory McGuckin, Director of Education

Barbara Poplawski, Chair of the Board

DATED: February 2018

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Preface

Christian life is profoundly social. Indeed, one of the distinguishing features of Christian identity is its communitarian nature. This communitarian nature has a oneness about it. This is not to say that conflict and legitimate debate do not arise. Rather, it is to suggest that genuine communities commit themselves to the resolution of disputes that take seriously the common good of the whole community.

As a school system formed by Catholic beliefs and traditions, the Toronto Catholic District School Board is committed to such an understanding of community and conflict resolution.

Pope John-Paul II spoke of this commitment in the following way:

As disciples of Jesus Christ, we know that the Gospel calls us to live as His brothers and sisters. We know Jesus Christ makes possible reconciliation between peoples, with all its requirements of conversion, justice and social love. If we truly believe that God created us in His image, we shall be able to accept one another with our differences and despite our limitations and our sins.

Echoing the words of Christ to be peacemakers, Pope John-Paul also calls us to be

...energetic to winning acceptance for dialogue and sharing, attentive to respecting the point of view of others at the same moment that we defend our own rights, faithful to love for humanity and receptive to the gift of God.

As to the resolution of conflicts that arise within communities, the documents of Vatican II provide several important guidelines for school communities.

The first is that of the principle of co-responsibility. It is based on the communitarian view of Christian life that is given pride of place in Vatican II's use of the term "People of God" (Dogmatic Constitution on the Church). In choosing such a biblical and dynamic view, the document focuses on the communal nature of the church and makes clear that everyone in the community – laity, religious, and clergy alike – participates in the three-fold mission of Christ as prophet, priest, and king. To that end, Catholic school communities are directed to address issues concerning disagreements or disputes in a Christ-like fashion and in a manner consistent with Gospel Values.

This principle of co-responsibility for the well-being of the community is further strengthened by the Catholic understanding of the principle of subsidiarity, a principle which suggests that "a community of a higher order should not interfere with the life of a community of a lower order, taking over its function" unless all other possible means of resolution have been tried. For school communities, this means a committed effort to the resolution of conflict by the disputants themselves. It is the creation of such school communities that the Toronto Catholic District School Board dedicates its efforts.

Definitions & Scope

Definitions

In this guideline, *conflict* pertains to issues, disagreements or disputes concerning the general operation of the school or the workplace, including a complaint against a staff member, or the administration and interpretation of TCDSB policies, but not to disputes with TCDSB policies and motions in themselves.

- *Staff* includes all persons working for the TCDSB.
- The *TCDSB community* includes trustees, parents/guardians, students 18 years of age or older, and the Catholic School Parent Councils and their members.
- A *disputant* is an individual involved in a conflict.
- A *facilitator/mediator* is a *trained, neutral*, third person.

Staff from the Conflict Resolution Department

The Coordinator of Conflict Resolution is a trained professional resource to the TCDSB staff and community and is available for consultation at any point in the resolution of a disagreement.

The role of the staff from the Conflict Resolution Department may include but is not limited to:

- i) interviewing parties, assessing problems and recommending a course of action
- ii) assisting parties to assess their options and consequences of the options
- iii) coaching in communication skills
- iv) assisting parties to prepare for voluntary mediation
- v) facilitating/mediating disputes
- vi) investigating internal human rights complaints (under related Board policies)

Scope

The guideline includes conflict which may occur:

- a) between the staff and the TCDSB community, and
- b) between different members of the TCDSB community,
- c) between staff members.

The guideline does *not* include conflict which may occur:

- a) between students,
- b) between staff and students where the student is under 18 years of age unless the parent/guardian is involved.

Process for Resolving Conflict

Step One

Disputants Addressing their Issues

It is the responsibility of any or all disputants to initiate contact with other disputant(s). It is important that those in conflict make a serious attempt to resolve the situation themselves. This is best accomplished by fostering a climate that is conducive to resolving the conflict and communicating in a manner that encourages a resolution of the conflict.

To create a suitable climate it is recommended that:

- time be taken to calm down,
- as much information as possible be gathered before discussing the issue,
- a meeting place be chosen which is comfortable, private and free of distractions,
- a time be selected that allows for adequate discussion,
- the conflict be approached with the attitude that a mutually satisfactory resolution can be reached,
- every effort be made to create and maintain an atmosphere of openness, tolerance and trust,
- and to be sensitive to protected grounds under the Ontario Human Rights Code.

To enhance communication, it is recommended that:

- the tone of any verbal or written communication be focused on issues and avoid personal attacks,
- disputants have an opportunity to express their issues fully, to listen and to respond,
- the focus be on mutual goals (e.g. best interests of the child) for resolving the issues,
- there be openness to positive, workable and creative solutions,
- that a mutually acceptable solution be chosen,

- that when appropriate, a written summary of any agreement including timelines, responsibilities, and monitoring be developed which may be signed by disputants.

It is recommended that any conflict be addressed as quickly as possible. If a mutually acceptable resolution is not reached in Step One, or it is believed to be inappropriate to discuss the issue with the other disputant(s), the disputant(s) may proceed to Step Two.

Step Two

Third Person(s) Assistance

If the conflict is not resolved at Step One, the disputant(s) may request the administrator* to assist them in coming to a mutually agreeable resolution. If this is not successful or, if recommended by the administrator*, the staff from the Conflict Resolution Department may be contacted. The staff from the Conflict Resolution Department's role is to work either directly with the disputants or/to appoint an external trained facilitator/mediator to do so if it is deemed appropriate.

The staff from the Conflict Resolution Department will confer with the administrator to determine the best approach to resolving the conflict. If the disputants voluntarily agree to participate in a mediation, the staff from the Conflict Resolution Department will prepare a mediation contract and consult with the disputant's union/association representative if required.

The administrator may elect to schedule a facilitation meeting between the disputants to attempt to resolve the conflict. If both of the disputants are members of a collective bargaining unit and/or professional association, the disputants may elect to consult and have their union/professional association representative present during the facilitation meeting. ***This provision does not apply to facilitation meetings between a TCDSB unionized employee and parents/students over the age of eighteen. However, the TCDSB unionized employee may still seek*

advice from their union/professional association representative and have them available for consultation during the facilitation process but will not be in attendance of the facilitation meeting.

If requested by the disputants, the staff from the Conflict Resolution Department will prepare a memorandum of understanding including timelines, responsibilities and monitoring to be mutually agreed upon by the disputants. If no request is made there will be no written record.

Step Two should be conducted as quickly as possible, ideally within five working days from the date of the request by the disputant(s). If a mutually acceptable resolution is not reached in Step Two, the disputant(s) may proceed to Step Three.

Step Three

Superintendent's Review

Should the issue fail to be solved at Step Two, either or any of the disputant(s), the staff from the Conflict Resolution Department, with the consent of the disputants, may request that the Superintendent review the situation.

The Superintendent will review the attempts at resolution to date. If attempts have not been made to resolve the conflict at Steps One or Two, the Superintendent may recommend the disputant(s) utilize one or both of these steps, or, in any event, may facilitate a resolution of the conflict. If considered appropriate by the Superintendent and/or the disputants the Superintendent will prepare a written summary of any agreement or decision, including timelines, responsibilities and monitoring to be signed by disputants. Step Three should be completed as soon as possible, ideally within fourteen working days from the date of the request by the disputant(s).

*Or the appropriate supervisory staff where the conflict involves an TCDSB administrative office

Review Process

Review of Decision

When any disputants view the conflict as serious and unresolved at Step Three, or if due to the nature of the conflict it cannot be dealt with at earlier steps, either or any of the disputants may refer the matter in writing to the Director of Education to review the decision. This request must be made within fourteen working days from the date of the Superintendent's determination.

Review of Decision- Procedures

- 1. Once written notice of a request to review the decision of the superintendent has been received by the Director of Education, the staff from the Conflict Resolution Department will immediately notify, by telephone, other disputant(s) of the requested review.*
- 2. The staff from the Conflict Resolution Department will ensure that needed documentation and witnesses may be brought forward, and that the sequence of the presentation of the case for the review is organized in an orderly, logical manner.*
- 3. The staff from the Conflict Resolution Department will contact the disputant(s) by telephone to inform them of the date and time for the meeting to review the decision and advise that they may have representation present. Written notice will be sent out by the Corporate Services Department.*
- 4. The disputants will also be provided in advance with the procedures to be followed in the review.*

5. *The disputants/representatives will describe the issues in the conflict and for this purpose may*
 - *make statements of fact based on their knowledge, and*
 - *if they choose, bring forward others to give similar information related to the conflict.*
6. *When each disputant/representative has completed his/her submission, the Director may ask questions.*
7. *After all the facts have been presented, by the disputants/representatives and witnesses, disputants/representatives will be entitled to present their own summary of what has been said by any of the persons who have spoken. This must be limited only to the issues put before the Director.*
8. *The Director will liaise with any necessary staff as a resource to make his or her decision. Any decision must be in accordance with all provisions in law, Board policies and regulations and relevant collective agreements. The disputants will be notified of the decision writing.*

The provisions of this Policy do not take away a stakeholder's right to take action outside of the provisions once internal conflict resolution mechanisms have been exhausted. Stakeholders may wish to contact the Ombudsman of Ontario for a consultation or to file a complaint.

Evaluation

The guideline will be reviewed within one year of implementation.

Facilitation/Mediation

Generally, internal resources, namely the Staff from the Conflict Resolution Department will be used to assist in resolving conflicts. However, extraordinary circumstances may require the services of an outside resource. Recommendations regarding suitable resources will be available from the Staff from the Conflict Resolution Department.

Facilitator/Mediator Selection

In the event that a conflict of interest arises and the Staff from the Conflict Resolution Department cannot assist with the resolution of a dispute, a trained outside Facilitator/Mediator will be selected by the Staff from the Conflict Resolution Department. (Please see definitions of staff and TCDSB community).

Training of Staff from the Conflict of Resolution Department/Outside Resources

The Board will ensure that the Staff from the Conflict Resolution Department and/or any contracted outside resource has undergone specialized conflict resolution training to help them develop knowledge and skills in the following areas:

- knowledge of factors contributing to conflict issues
- interviewing and communication skills
- assessment of facts, determination of information, patterns and discrepancies
- creative conflict management, problem solving and facilitation/mediation skills training.

Ongoing professional training will be provided to the Staff from the Conflict Resolution Department on a regular basis to ensure a quality service.

Records

Notes reflecting informal efforts to resolve a conflict at Step One will be kept by the disputants.

At Step Two, a record of the intervention, including any written agreement, will be retained in the office of the principal/supervisor and/or staff from the Conflict Resolution Department with copies given to the disputants.

At Step Three, a record of the intervention, including any written agreement, will be kept in the office of the superintendent with copies given to the disputants and principal/supervisor.

Church Documents

- The Catechism of the Catholic Church
- Vatican Council II, Lumen Gentium, Dogmatic Constitution on the Church
- Vatican Council II, Gaudium et Spes, Pastoral Constitution on the Church in the Modern World
- Vatican Council II, Dignitatis Humanae, Declaration on Religious Freedom
- Evangelii, Nuntiandi, Apostolic Exhortation of Pope Paul VI, December 8, 1975
- Redemptoris Hominis, Redeemer of Humankind, encyclical of Pope John Paul II
- Reconciliatio et Paenitentia, Reconciliation and Penance, Post-Synodal Apostolic Exhortation, December 2, 1984



REPORT TO

REGULAR BOARD

PHOTOGRAPHING AND FILMING OF INDIVIDUALS AT BOARD AND COMMITTEE MEETINGS

*“For this is the message you have heard from the beginning, that we should love one another.”
1 John 3:11*

Created, Draft	First Tabling	Review
February 16, 2018	March 22, 2018	Click here to enter a date.

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

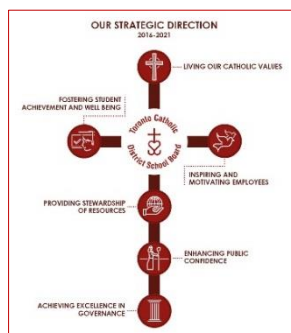
Vision:

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

Mission:

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

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



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

1. Taking photographs or filming individuals on TCDSB property or at Board-sponsored events are both subject to the rules described in this report. The rules described herein are based on the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. M.56) and Toronto Catholic District School Board (“TCDSB”) Policy A.29 “Electronic Communication System: Acceptable Use Policy”. There is currently no TCDSB policy that adequately addresses this matter. This report recommends that this report be referred to the Governance and Policy Committee, with a recommendation from the Board that the Committee submit a draft policy on “Photographing and Filming of Individuals at Board and Committee Meetings” to the Board of Trustees.

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

B. PURPOSE

1. The purpose of this report is to describe the legal regime applicable to a person taking photographs of, or filming, individuals at TCDSB Board or Committee meetings. The law has rules for when the photographer is an employee, or agent, of the TCDSB, and different rules when the photographer is an individual acting on his or her own initiative and not as an agent or employee of the Board.

C. BACKGROUND

1. This report was written to clarify the legal requirements applicable to a person taking photographs or filming individuals at TCDSB Board or Committee meetings. Note that this report describes the law applicable to all Committees of the Board, including Standing Committees, Steering Committees, Statutory Committees, Ad-Hoc Committees, Trustee-Staff & Community Advisory Committees, and Special/Other Committees. A complete listing of the Committees of the Board can be found in Appendix “A” attached hereto.

D. EVIDENCE/RESEARCH/ANALYSIS

2. The *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. M.56) (“MFIPPA”) has provisions, applicable to institutions, which protect the privacy of individuals with respect to personal information. Photographs and filmed images of individuals are “personal information” for the purposes of MFIPPA.
3. School boards are institutions for the purposes of MFIPPA and the privacy provisions of that Act are therefore applicable to the TCDSB.
4. The requirements of MFIPPA at issue for school boards in the context of photographing or filming individuals are:
 - i) Photographs or films of individuals may only be collected by the TCDSB on the consent of the individual whose picture or image is being captured;
 - ii) If the photograph or film of the individual is going to be used by the TCDSB (for example, in a newsletter, publication, etc.), the individual must give consent for its use;
5. It is important to note that MFIPPA only applies to “institutions” and consequently applies to individuals or agents who collect personal information on behalf of the institution.
6. MFIPPA does not apply to individuals who take photographs or film individuals on TCDSB property or at TCDSB events if the photographer is not acting on behalf of the TCDSB.
7. A photographer taking photos or filming at a Board or Committee meeting at the request of an official of the TCDSB must comply with the requirements of MFIPPA which, as stated above, are:
 - i) consent of the individual to be photographed or filmed must be obtained; and
 - ii) the person photographed or filmed must consent to the use by TCDSB of the photograph or film.
8. For purposes of MFIPPA, consent may be obtained verbally, in writing, or by notice to individuals.

9. At Board or Committee meetings, it is likely not practical to obtain consent (written or otherwise), because of the large numbers of individuals in attendance at the meetings.
10. Where it is impractical for the TCDSB to obtain written consent, the TCDSB will post a notice in the meeting room visible to those in attendance that filming and/or photography may be collected and used by the TCDSB. (See Notice of Collection attached hereto at Appendix “B”.) Posting of such a notice is a form of consent permitted under MFIPPA.
11. It is important to note that the Board’s schools and other buildings, including the Catholic Education Centre, are private property owned by the TCDSB. Even if the taking of photographs or filming of individuals is otherwise legally permissible, the Board, as property owner, may in its sole discretion restrict or prohibit the taking of photographs or filming of individuals at any Board or Committee meeting.
12. The legal requirements of MFIPPA described in this report are also described in Board Policy A.29 “Electronic Communication System: Acceptable Use Policy”.
13. Attached hereto as Appendix “C” is a document published by the Ontario Information and Privacy Commissioner which generally describes the provisions of MFIPPA applicable to “School Photographs”. The Information and Privacy Commissioner recommends that school boards develop a policy on Photographing and Filming of Individuals at Board and Committee Meetings.
14. There is currently no TCDSB policy on Photographing and Filming of Individuals at Board and Committee Meetings.

E. METRICS AND ACCOUNTABILITY

1. Compliance with the requirements of MFIPPA as described in this report will be monitored by the TCDSB privacy officer.

F. STAFF RECOMMENDATION

It is recommended that this report be referred to the Governance and Policy (“GAP”) Committee with a recommendation from the Board that the GAP Committee submit a draft policy on Photographing and Filming of Individuals at Board and Committee Meetings to the Board of Trustees.

APPENDIX “A”

STANDING COMMITTEES	STEERING COMMITTEES	STATUTORY COMMITTEES	AD-HOC COMMITTEES	TRUSTEE-STAFF & COMMUNITY ADVISORY	SPECIAL COMMITTEES & OTHER
Corporate Services, Strategic Planning and Property	Communications Roundtable * Concluded *	Audit	By-laws Review	Award Nomination	Budget Committee * Concluded *
Governance and Policy	Nurturing Our Catholic Community	Catholic Parent Involvement	Director Performance Appraisal	Catholic Social Justice	School Accomodation Review (SARC)
Student Achievement and Well Being, Catholic Education & HR		Expulsions & Suspensions		Credit Course Outside Canada	School Boundary Review
		Special Education Advisory Committee		Equity and Inclusive Education	
		Supervised Alternative Learning (SAL)		Filipino Speaking Advisory Committee	
				International Languages	
				Mental Health	
				Portuguese Speaking Advisory Committee	
				Safe Schools	
				Spanish Speaking Advisory Committee	
				Sweatshop Free	

NOTICE OF COLLECTION:

Personal information, in the form of filming and/or photography, may be collected by the TCDSB during this meeting under the authority of the *Education Act*, R.S.O. 1990, c. E.2, s. 207, and will be used to communicate the Board’s activities to its school communities and to the general public. Questions about this collection should be directed to the Director of Education, 80 Sheppard Avenue East, Toronto ON M2N 6E8, 416-222-8282.

F.A.Q.

Frequently Asked Questions

Access and Privacy in the School System

FAQ #3

Revised November 2012

School Photographs

Q: *I have a number of concerns about the use of photographs of children in school and school board publications and the media. I would prefer to know where and when my children's pictures will appear. What restrictions or rules apply here?*

A: Photographs are definitely personal information and therefore all the rules and provisions of the *Municipal Freedom of Information and Protection of Privacy Act (the Act)* apply. Personal information is defined as recorded information about an identifiable individual; and a record is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise.

Within a school or school board, personal information must be collected, used, and disclosed within the framework of the *Act*. Information should be collected only with proper authority and notice (see FAQ #1). Generally, it should be collected directly from the individual; and should be used or disclosed only in accordance with the provisions of the *Act*, including with the individual's consent, for the purpose for which it was collected, or for a consistent purpose. A consistent purpose is a use or disclosure that the individual might reasonably have expected to take place. This general framework applies to photographs as personal information.

There are a number of circumstances where photographs are taken of school children, usually by professional photographers at the request of the school, but also in other circumstances.

In most schools, a photographer comes once a year to take individual and class photographs for sale to parents and for use within the school. This practice has been a part of school and family life for decades. In spite of this practice, the taking of photographs for this purpose is not “expressly authorized by a statute” or “necessary to the proper administration of a lawfully authorized activity” as set out in the *Act* and, as such, a school should have the consent of the parent/guardian regarding the actual taking of the photographs, and the use or disclosure of the photographs. Before the photo day, the parent/guardian should receive notice that school photographs will be taken and afforded the opportunity to provide or refuse consent. In addition, the Information and Privacy Commissioner recommends that access and privacy protection provisions form part of any contract with a third-party service provider (in this case, the photographer).

From time to time, photographers will request permission to photograph within the school setting. They may be from the local news media, working with a trustee from the board office, a researcher, etc. In all cases, the permission of the parent/guardian

is required for students under 18 years of age to take part in any such project.




More informally, parents, teachers, and students will often take snapshots at sports events, school concerts, etc., and these photos will appear in the school newsletter or in photo displays within the school, etc. Where personal information is collected in the form of photographs taken by board employees, there should be clear notice of collection, including the authority for taking the photos, the purpose for which the photos will be used, and a contact person, and the consent of the individual to whom the information relates should be requested.

A school should develop a workable policy regarding the taking of photographs of its students on school property or at school events by non-board employees. Such a policy should be developed in consultation with parents/guardians

and communicated to them. Remember, these considerations should apply to all images, including photographs, postings to the Internet, films, and video recordings. Ideally, this policy should be based on the consent of the photographed subject or, if it is a student who is under age, that of the parent or guardian.

If parents or students are concerned about the use of photographs within the school community or by the media, they should speak to the principal. It is not unreasonable for a parent to request that photographs of his or her child not be taken or used without particular consent.

While the question asked concerns photographs, it is useful to note that these same considerations apply to interviews with students as well. A person's opinions or views, except if they relate to another individual, are defined as personal information as described in section 2(1) of the *Act*.

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**Consulate General
of the Republic of Poland
in Toronto**

Toronto, March 15, 2018

Rory McGuckin
Director of Education
Toronto Catholic District School Board

Dear Mr. McGuckin,

2018 is a very special and important year for Poland. A hundred years ago our country regained its independence after 123 years of geo-political oblivion. The Polish diaspora in Canada as well as Poles around the world join the festivities and celebrate together the 100th anniversary of Poland becoming an independent European country.

As we mark this 100th anniversary of Poland's rebirth, the Consulate General of the Republic of Poland in Toronto would like to share the pride and joy of this historic moment and invite students to commemorate this special year with us. To make this possible I would like to kindly request the Toronto Catholic District School Board to officially proclaim and recognize May 3rd, 2018 as part of 'Polish Heritage Days,' Consulate's initiative commemorating and celebrating 100th Anniversary of the Independence of Poland. May 3rd also marks Poland's Constitution Day, so we think that this day would be a wonderful opportunity to raise cultural awareness and celebrate Polish heritage.

We will be more than happy to provide a promotional films about Poland as well as other informative materials about our history and culture. I appreciate your consideration for our request. I believe that together we can make this day very special for the thousands of students who share a Polish background as well as for anyone interested in the history of our country.

Sincerely,

Krzysztof Grzelczyk
Consul General

MASTER PENDING LIST AND ROLLING CALENDAR TO MARCH 22, 2018

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	June-17 Corporate Services	Apr-18	Corporate Services	Report regarding possibility of finding money in the Capital Improvement Fund this year or in the near future. (Delegation from Maria Del Rizzo, representative of CSPC regarding Field at MPSJ)	Associate Director Planning and Facilities
2	Feb-18 Corporate Services	Apr-18	Corporate Services	Report regarding New School for Nativity of Our Lord (Delegation, Annette Heim, Nativity of Our Lord Chair, Facilities Sub-Committee)	Associate Director Planning and Facilities.
3	Feb-18 Corporate Services	May-18	Corporate Services	Report regarding a full review and update on the rollout etc. (Inquiry from Trustee Andrachuk on Cash Online Update)	Associate Director Planning and Facilities
4	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 (Action After Board Report of October 20, 2016 regarding Trustee and Staff Strategic Planning Session)	Director of Education
5	Oct-17 Regular Board	TBC	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 (Proposed Amendment to the Board's Operating By-Law No. 175 regarding Signing Authorities)	Legal Counsel

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
6	Feb-18 Regular Board	TBC	Regular Board	<p>That staff explore all possible facility options to accommodate the secondary school (Dante Alighieri), the elementary school (Regina Mundi) and the Reggio Emilia daycare centre (approved and funded by the province) on TCDSB property;</p> <p>That staff present the aforementioned report with options and recommendations to the Board</p> <p>That the Director of Education report to public Board on the purpose of purchasing 25 Good Sheppard Court; (Toronto Catholic District School Board/Villa Charities Inc. Intergenerational Community Hub Summative Report)</p>	Director of Education
7	Sep-17 Student Achievement	TBC	Regular Board	<p>That this be referred to 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</p> <p>Andre Fullerton, Focus on Youth Coordinator/Manager of Outreach, Community Use of Schools, regarding Focus on Youth Summer Program)</p>	Associate Director, Academic Affairs
8	Nov-17 Student Achievement	TBC	Regular Board	<p>Report from the Governance and Policy Committee on the updated Anaphylaxis policy together with the response to the delegation</p>	Associate Director, Academic Affairs

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				and a copy of the presentation at the same time (Review of Anaphylaxis Policy, Protocol and Guidelines)	
9	Jan-18 Student Achievement	TBC	Regular Board	<p>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 “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. (Consideration of Motion from Trustee Andrachuk regarding “Kiss and Ride” and/or the “Walking School Bus” Feasibility Study)</p>	Associate Director Planning and Facilities

REVISED LIST OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
2	January (P)	Student Achievement	<u>A.35 Accessibility Standards</u> Policy Metric	Associate Director Academic Services
3	January (Q)	Corporate Services	Financial Status Update Report #1	Executive SO Business Services
4	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	Associate Director Planning & Facilities
5	February (A)	Corporate Services	Annual Investment Report	Executive SO Business Services
6	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
7	February (P)	Student Achievement	<u>S. 19 External Research</u> Policy Metric	Associate Director Academic Services
8	March (A)	Student Achievement	Staffing Projections Report	Associate Director Academic Services
9	March (A)	Corporate Services	Budget Report: Financial Planning and Consultation Review	Executive SO Business Services
10	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
11	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01Transportation</u> Policy Metric	Associate Director Planning & Facilities
12	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
13	April (Q)	Corporate Services	Financial Status Update Report #2	Executive SO Business Services

REVISED LIST OF ANNUAL REPORTS & POLICY METRICS

14	April (A)	Regular Board	Education Development Charges Policy Review	Associate Director of Planning and Facilities
15	May (A)	Student Achievement	Staffing Status Report for Next School Year	Executive SO Business Services
16	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
17	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws Policy Metric</u>	Associate Director Planning & Facilities
18	June (P)	Student Achievement	<u>B.B.04 Smoke & Vapour Free Policy Metric</u>	Associate Director Academic Services
19	June (Q)	Corporate Services	Financial Status Update Report #3	Executive SO Business Services
20	June (A)	Corporate Services	Report: Annual Budget Estimates	Executive SO Business Services
21	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board Policy Metric</u>	Regular Board
22	August (P)	Regular Board	<u>H.M. 19 Conflict Resolution Department</u>	Associate Director Academic Services
23	September (A/P)	Student Achievement	Annual Safe Schools Report <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
24	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services
25	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion Policy Metric</u>	Associate Director Academic Services
26	September (P)	Student Achievement	<u>T.07 Community Engagement Policy Report</u> <u>A.37 Communications Policy Metric</u>	Director of Education
27	October (A)	Student Achievement	Student Trustees: Voices that Challenge	Associate Director Academic Services

REVISED LIST OF ANNUAL REPORTS & POLICY METRICS

28	October (A)	Student Achievement	ECLIST Report - Elementary Leaders	Associate Director Academic Services
29	October (P)	Student Achievement	<u>S.10 Catholic School Parent Council</u> Policy Metric	Associate Director Academic Services
30	October (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services
31	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
32	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO) · Grade 9 Assessment of Mathematics and OSSLT Assessment (EQAO)	Associate Director Academic Services
33	October (A/P)	Corporate Services	Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	Associate Director Planning & Facilities
34	October (A)	Corporate Services	Trustee Honorarium Report	Executive SO Business Services
35	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts</u> Policy Metric	Director of Education
36	October (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Associate Director Planning & Facilities
37	October (A)	Regular Board	Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	Associate Director Planning & Facilities
38	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
39	November (A)	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Services

REVISED LIST OF ANNUAL REPORTS & POLICY METRICS

40	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
41	November (P)	Student Achievement	<u>S.22 Religious Accommodation Policy Report</u>	Associate Director Academic Services
42	November (P)	Student Achievement	<u>S.S.02 Opening or Closing Exercises Policy Report</u>	Associate Director Academic Services
43	November (A)	Corporate Services	<u>S.24 Combined (Split) Grade Classes for Elementary Schools Policy Report</u>	Associate Director Academic Services
44	November (A)	Corporate Services	Legal Fees Report	Executive SO Business Services
45	November (Q)	Corporate Services	Financial Status Update #4 and Audited Financial Statements	Executive SO Business Services
46	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
47	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services Policy Metric</u>	Associate Director Academic Services
48	December (A)	Corporate Services	Budget Report: Revised Budget Annual Estimate	Executive SO Business Services
48	December (A)	Regular Board	Director's Annual Report	Director of Education