

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA APRIL 10, 2018

Angela Kennedy, Chair
Trustee Ward 11

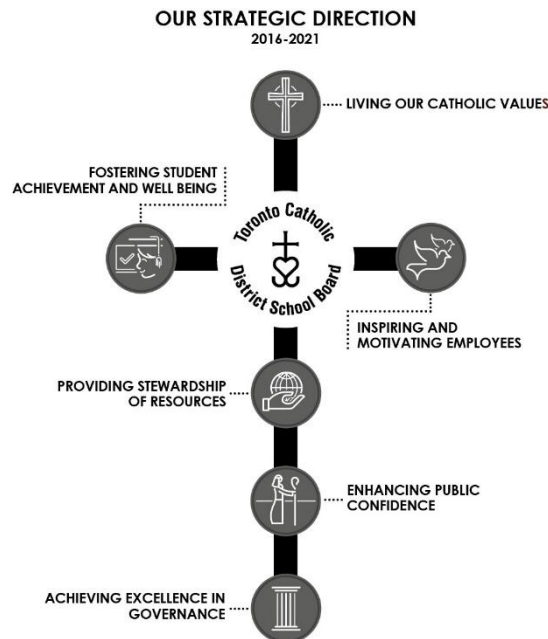
Jo-Ann Davis, Vice Chair
Trustee Ward 9

Ann Andrachuk
Trustee Ward 2

Nancy Crawford
Trustee Ward 12

Barbara Poplawski
Ex-Officio

Maria Rizzo
Ex-Officio



MISSION

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

VISION

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

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

Rory McGuckin
Director of Education

Barbara Poplawski
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

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

OUR MISSION

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through witness, faith, innovation and action.*



AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Angela Kennedy, Chair

Jo-Ann Davis, Vice Chair

Tuesday, April 10, 2018

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes of the Meeting held February 13, 2018
for Public Session. 1 - 7
7. Delegations
8. Presentation
9. Notices of Motion
10. Consent and Review
11. Unfinished Business
12. Matters referred or deferred

Deferred from January 16, 2018 Governance and Policy Meeting

- | | | |
|------|--|---|
| 12.a | Consideration of Motion from Trustee Davis regarding Planned Work of the Governance and Policy Committee | 8 |
|------|--|---|

13. Staff Reports

- | | | |
|------|--|---------|
| 13.a | Update to Conflict of Interest: Employees Policy (H.M.31) | 9 - 19 |
| 13.b | Update to Student Trustee Policy (T.02) | 20 - 34 |
| 13.c | Review of Performance Appraisal: Director of Education Policy (H.C.06) | 35 - 53 |
| 13.d | Update to Hand-Held (Mobile) Wireless Communication Device Policy (A.31) | 54 - 68 |
| 13.e | Update to Prayer In Schools Policy (S.23) | 69 - 73 |
| 13.f | Update to Advertising Policy (A.03) | 74 - 80 |

14. Listing of Communications

15. Inquiries and Miscellaneous

- | | | |
|-----|--------------------------|---------|
| 16. | Updating of Pending List | 81 - 82 |
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17. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
GOVERNANCE AND POLICY COMMITTEE
TUESDAY, FEBRUARY 13, 2018**

PUBLIC SESSION

PRESENT:

Trustees: A. Kennedy, Chair
 J. A. Davis, Vice-Chair – by teleconference
 A. Andrachuk
 N. Crawford
 M. Rizzo

Staff: R. McGuckin
 P. Matthews
 P. Aguiar
 C. Kavanagh

 C. Johnston, Acting Recording Secretary
 P. Botticella, Acting Assistant Recording Secretary

1. Call to Order

Prayers were offered for all Toronto Catholic District School Board staff who have recently lost loved ones.

3. Roll Call and Apologies

An apology was received on behalf of Trustee Poplawski.

4. Approval of the Agenda

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

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Kennedy
Rizzo

The Motion was declared

CARRIED

Trustee Davis joined the meeting at 7:10 p.m. via teleconference.

6. Approval and Signing of the Minutes of the Meeting

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Minutes of the Regular Meeting held January 16, 2018 for PUBLIC Session be approved, as amended, as follows:

Page one – replace “*infant*” with “*student*” and remove “*the*” before “*Christmas.*”

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion was declared

CARRIED

13. Staff Reports

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that Item 13a) be adopted as follows;

13a) **Update to Conflict of Interest: Employees Policy (H.M.13)** received.

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Andrachuk, that Regulation 6 begin with “*As per the fair practice in hiring and promotion policy...*” and that the hyperlink to the policy be included.

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

In favour

Opposed

Trustees Andrachuk
Davis
Kennedy
Rizzo

Crawford

The Amendment was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Conflict of Interest: Employees Policy (H.M.13) be referred to staff to implement changes suggested by the Governance and Policy Committee and be brought back to the March 6, 2018 Governance and Policy Committee meeting.

Results of the Vote taken on the Motion of Referral as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion of Referral was declared

CARRIED

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

13b) Update to Smoke and Vapour Free Space Policy (B.B.04) received.

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that the matter be referred to staff to incorporate new legislation.

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

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion of Referral was declared

CARRIED

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

13c) Update to Student Trustee Policy (T.02) received.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Andrachuk, that “ *Attending Board or Committee meetings,*” be added after “*business attire when*” in Regulation 18, page 45.

Results of the Vote taken on the Amendment as follows:

In favour

Opposed

Trustees Andrachuk	Rizzo
Crawford	
Davis	
Kennedy	

The Amendment was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that the policy be referred to staff to consult with Student Trustees and the Catholic Student Leadership Impact Team (CSLIT) on requirements for minimum attendance at Board and Committee meetings to ensure student voices are represented, and ranked ballots as a proposed voting system to ensure that the elected Student Trustee has support of at least 50% of voters.

Results of the Vote taken on the Motion of Referral as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis

Kennedy
Rizzo

The Motion of Referral was declared

CARRIED

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

13d) Update to Conflict Resolution Policy (H.M.19) that the Conflict Resolution policy (H.M.19) provided in APPENDIX A be adopted .

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion was declared

CARRIED

The meeting adjourned at 8:45 p.m.

SECRETARY

CHAIR



Jo-Ann Davis
Trustee, Ward 9
Email: jo-ann.davis@tcdsb.org
Voicemail/Fax: (416) 512-3409

To: Governance and Policy Committee – Tuesday, January 16, 2018

From: Jo-Ann Davis – Trustee Ward 9

Subject: Consideration of Motion - Planned Work of the Governance and Policy Committee

MOVED BY: Jo-Ann Davis, Toronto Catholic District School Board (TCDSB)

That in keeping with our MYSP and our stated goals of good governance, strengthening public confidence in our board and effective stewardship of public resources that:

1. A list of all planned work for the Governance & Policy committee be added to the pending list of each meeting agenda along with target dates for reporting.
2. If staff are unable to meet a target date for a committee report, that the date be updated in the agenda's pending list NO LESS than one meeting prior to the listed target date, with a new target date provided.
3. A table entitled 'Policy Metrics,' which includes columns detailing the following, be maintained and added to the 'Board Committees' page of the board website directly after 'Policies':
 1. Each policy (hyper link to policy)
 3. The reporting cycle (e.g. annual) for the policies metrics
 4. The relevant Board of Trustee Board or Committee meeting at which the results of the metrics to be publicly reported are to be presented
 5. A link to the last report on the metrics for the policy.

Jo-Ann Davis
Trustee Ward 9



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO CONFLICT OF INTEREST:
EMPLOYEES POLICY (H.M.31)

*Now faith is the assurance of things hoped for, the conviction of things not seen.
Hebrews 11:1*

Created, Draft	First Tabling	Review
February 6, 2018	February 13, 2018	April 10, 2018
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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

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

A. EXECUTIVE SUMMARY

This report recommends updates to the current Conflict of Interest: Employees policy (H.M.31) in meta policy format including language specifically regarding supervisory responsibility and the hiring process. The policy also includes amendments proposed by Trustees at the February 13, 2018 Governance and Policy Committee Meeting.

The cumulative staff time required to prepare this report was 2 hours

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. At the February 13, 2018 Governance and Policy Committee meeting, Trustees approved the following motions:

Regulation 6 begin with “As per the fair practice in hiring and promotion policy...” and that the hyperlink to the policy be included.

H.M. 31 be referred to staff to implement changes suggested by the Governance and Policy Committee and return to the March 6 Governance and Policy Committee Meeting.

C. BACKGROUND

The Conflict of Interest: Employees policy (H.M.31) was approved on November 14, 2002 and has not been reviewed since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. For clarity on the TCDSB’s current practice, a regulation has been added to the policy specifically stating that employees must notify their superintendent or manager when they have a supervisory responsibility in respect to a family member or close business associate. In its “Employee Conflict of Interest”

policy, the Toronto District School Board includes this duty to report the conflict.

2. For clarity on the TCDSB's current hiring practices, a regulation has been added to the policy specifically stating that employees must ensure they do not participate in the hiring process of a family member or close associate. In its "Employee and Community Partners Conflict of Interest" operational procedure, the Toronto District School Board includes this requirement.
3. The Definitions section now includes Conflict of Interest, Employee and Personal Interest.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

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

G. STAFF RECOMMENDATION

Staff recommend that the Conflict of Interest: Employees policy (H.M.31) provided in APPENDIX A be adopted.



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
 POLICY NO: H.M. 31

Date Approved: November 14, 2002	Date of Next Review: April 2023	Dates of Amendments: April 19, 2018
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Cross References:

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Conflict of Interest: Trustees policy (T. 01)

Purchasing policy (F.P.01)

Acceptance of Hospitality or Gifts policy (H.M.33)

Fair Practice in Hiring and Promotion (H.M.40)

Education Act, sections 217 and 286

Appendix

Purpose:

This policy establishes parameters and guidelines for employees regarding possible conflict of interest situations.

~~The Toronto Catholic District School Board gives pre-eminence to the tenets of Roman Catholicism with regard to matters under its jurisdiction, in a manner consistent with Gospel Values and its Mission and Vision Statements. The Board recognizes that all people are created in the image and likeness of God and, as such, deserve to be treated with dignity, respect and fairness.—~~

~~The Toronto Catholic District School Board also recognizes that a high standard is expected of a public body where the employment, contractual, and purchasing requirements may vary widely, and are spread throughout many departments and schools. It is essential that staff maintain, and are perceived to maintain, the highest standard of public trust and integrity.—~~



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
 POLICY NO: H.M. 31

~~Consequently, policy and administrative regulations governing ethics, codes of conduct and conflicts of interest are established demonstrating that all reasonable measures will be taken in the processes related to employment, contracts, and purchases of goods and services in a competitive and equitable manner which avoids any suspicion of irregularity, but with enough flexibility to permit sound educational and business practices. The establishment of a Conflict of Interest Policy is not meant to prevent or exclude individuals or companies from doing business with the Board; but rather to ensure that fairness and openness prevail in all our business dealings.~~

Scope and Responsibility:

This policy applies to all employees of the Toronto Catholic District School Board. The Director is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Inspiring and Motivating Employees

Policy:

Toronto Catholic District School Board expects, consistent with the **Roman Catholic faith** teachings of Jesus Christ, that employees will at all times conduct themselves with personal integrity, ethics, honesty and diligence in the performance of their duties. Employees are expected to support and act in the best interest of the Board. Employees are therefore expected either:

- to avoid, as far as practicable, placing themselves in situations in which their personal **or pecuniary** interests may actually or potentially conflict with the interest of the Board, ~~or~~ **and**



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
POLICY NO: H.M. 31

- at any and all times and places and regardless of whether engaged in or on or about Board business, to take all reasonable steps to avoid the exercise of any influence on Board decisions in which they have a personal interest.

Regulations:

1. In this Policy and Regulations:

1.1 the interest, direct or indirect, of the spouse of an employee, or of a parent, sibling or child of an employee or the spouse of any of them, shall, if known to the employee, be deemed to be also the interest of the employee;

1.2 an employee has an indirect pecuniary interest in any matter in which the Board is concerned, if

(a) the employee or his or her nominee,

- (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
- (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
- (iii) is a member of a body, that has a pecuniary interest in the matter; or

(b) the employee is a partner of ~~a person~~ or ~~is in the employment of~~ **employed by** a person or body that has a pecuniary interest in the matter;

1.3 “pecuniary interest” includes any interest in which there exists a possibility for gain of any kind by any person, including a corporate person;

1.4 “senior officer” means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
 POLICY NO: H.M. 31

corporation similar to those normally performed by a person occupying any such office. **Senior officers at the TCDSB also include the Director, Associate Directors and Superintendents.**

2. The provisions of this Policy are, and are to be considered as, supplemental to, not in substitution for, the obligation of employees:

2.1 to truly, faithfully, impartially and to the best of the employee's ability execute the duties of the office to which the employee has been appointed; and

2.2 to declare as required by Board policy and regulations whenever the employee has a pecuniary interest in any matter, and

2.3 to refrain from any attempt to influence a decision of the Board in respect of any matter in which the employee has a pecuniary interest.

3. Whenever an employee on his or her own behalf or while acting for, by, with or through another, has or acquires any personal **or interest**, pecuniary **interest** ~~or otherwise~~, direct or indirect, that does or may conflict with the interest of the Board, such employee shall:

3.1 disclose such interest at the earliest practical time to the Director of Education or designate (or, in the case of the ~~Director or a Deputy~~ Director of Education, to the Chair of the Board); and

3.2 refrain from taking part in or influencing any discussion or decision-making ~~in relation thereto~~, whether before, during or after any meeting or discussion, formal or informal, ~~in relation thereto~~.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES

POLICY NO: H.M. 31

4. In addition to the requirements of paragraph 3 an employee

4.1 whose duties include the authority to make:

- (a) either a decision authorizing the expenditure of Board funds,
- (b) or a recommendation to another employee leading to a decision of the latter authorizing expenditure of Board funds, (including but not limited to principals, vice-principals and other non-union staff)

4.2 and such employee has or has ever had

- (a) a personal relationship, or
- (b) a business relationship outside of the performance of the employee's duties,

with the person, firm or corporation to whom the funds in such expenditure will be paid or payable, the employee shall disclose such relationship at the earliest practical time to the Director of Education or designate.

5. Where employees are family members or close business associates and one employee has or may have a supervisory responsibility in respect to the other, each shall report this conflict, in writing, to their superintendent of education or manager who will then consult with Human Resources to determine if any action is required.

6. As per the [Fair Practice in Hiring and Promotion policy \(H.M.40\)](#), any TCDSB employee charged with responsibilities for interviewing, hiring, placement or promotion of applicants must declare a conflict of interest, where applicable, prior to fulfilling their duties and may be excluded from the decision-making process.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES

POLICY NO: H.M. 31

5. ~~7.~~ As often as required by the Director of Education, each employee shall complete, sign and deliver to the Director of Education or designate, "Employee's Acknowledgement and Compliance Statement" in a form determined by the Director of Education from time to time. **The Director of Education will require relevant departments to issue conflict of interest reports concerning matters such as hiring and procurement.**

6. ~~8.~~ Employees are expected to be scrupulous in their compliance with the requirements of law and this policy.



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
 POLICY NO: H.M. 31

Definitions:

Conflict of Interest includes:

1. A situation in which an employee, whether for himself/herself or for some other person(s) attempts to promote a personal interest which results or could appear to result in:
 - (i) an interference with the mission, vision and beliefs of the Board;
or
 - (ii) a gain or an advantage by virtue of his/her position in the Toronto Catholic District School Board
2. Situations in which the personal interests of an employee (or the employee's family or close business associates) conflict with the interests of the Board or when there is a reasonable basis for the perception of such conflict.
3. A situation in which access to, or quality of service rendered by, an employee is affected by any form of privilege, favouritism or special arrangement between an employee and another party.

Employee

For the purposes of this policy, an employee is an individual employed by the Board in a casual, temporary or permanent position.

Nominee

Entity named or appointed by another (the nominator) to act on its behalf in a limited capacity or in a specific matter.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT OF INTEREST: EMPLOYEES
POLICY NO: H.M. 31

Personal Interest

Personal interests are non-financial interests that may influence or be influenced by personal or family relationships. Personal interests may result in favouritism towards a person or group of people as a result of one's personal connections or relationships.

Evaluation and Metrics:

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

The Director will keep a record of all conflict of interest reports and actions taken in response.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO STUDENT TRUSTEE POLICY (T.02)

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

Created, Draft	First Tabling	Review
February 6, 2018	February 13, 2018	April 10, 2018
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

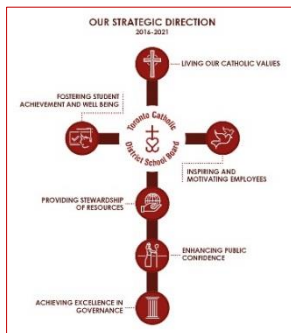
Vision:

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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

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

A. EXECUTIVE SUMMARY

This report recommends updates to the current Student Trustee policy (T.02) to better align with legislative requirements as set out under the *Education Act*. The amendments also incorporate changes requested by trustees at the February 13, 2018 Governance and Policy Committee meeting.

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

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. At the February 13, 2018 Governance and Policy Committee meeting, trustees approved the following motions:

“Attending Board or Committee meetings,” be added after “business attire when” in Item 18; and

The policy be referred to staff to consult with Student Trustees and the Catholic Student Leadership Impact Team (CSLIT) on requirements for minimum attendance at Board and Committee meetings to ensure student voices are represented, and ranked ballots as a proposed voting system to ensure that the elected student trustee has support of at least 50% of voters.

C. BACKGROUND

1. The Student Trustee policy (T.02) was originally approved at the February 23, 2012 Board meeting.
2. It was last reviewed January 24, 2013 and is due for review.
3. The policy changes were reviewed student trustees and CSLIT and they agreed with the amendments.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Purpose section of the policy has been broadened to highlight that the TCDSB supports providing for the direct representation of the interests of students on the board.
2. The language in regulation 3 regarding the period of the term has been amended to directly reflect how the legislation reads in the *Education Act*.
3. Reference to the 2015 Student Trustee election has been deleted as it is no longer relevant.
4. The amount of honorarium as provided by the *Education Act* (\$2,500 for a complete term) is specifically added in regulation 14. Other school boards' policies (i.e. Toronto District and Halton Catholic) specifically set out the \$2,500 amount.
5. The date of the election for the student trustee has been changed from March to April, pursuant to the current student trustees' request to better align with their term of service.
6. In accordance with the Ministry of Education "Student Trustees: Attendance and conflict of Interest Guidelines" (April 13, 2017), a regulation has been added concerning student trustee attendance.
7. The ranked ballot system description has been added to the "Process for Election of the Student Trustees" document.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

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

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

G. STAFF RECOMMENDATION

Staff recommend that the Student Trustee policy (T.02) provided in APPENDIX A be adopted.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

Date Approved: April 18, 2007	Date of Next Review: April 2023	Dates of Amendments: January 26, 2012 – Board; February 23, 2012 – Board; January 24, 2013; February 19, 2015; April 19, 2018
Cross References: Education Act, S. 55, Student Trustees, O. Reg. 07/07 Trustee Services and Expenditures T.17 Ministry of Education “Student Trustees: Attendance and conflict of Interest Guidelines” (April 13, 2007)		
Appendix A - Rights and Responsibilities of a Student Trustee Appendix B – Process for Election of the Student Trustee		

Purpose

This Policy provides **for the direct representation of the interests of students on the Board in accordance with the provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.** ~~direction on terms of reference and rules of engagement for two Student Trustees at TCDSB.~~

Scope and Responsibility

The policy ~~extends~~ **applies** to the election of two Student Trustees and their terms of reference, as well as rules of engagement while participating at Board and Committee meetings. The Director of Education, with the assistance of the Superintendent of Education for Curriculum and Accountability, is responsible for this policy.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

Alignment with MYSP:

Strengthening Public Confidence

Excellence in Governance

Fostering Student Achievement and Well-Being

Financial Impact

~~Honoraria will be paid to Student Trustees, as well as reimbursement for approved expenses, as per the Education Act.~~

Legal Impact

~~Generally, there is no significant liability associated with having Student Trustees participate at Committee or Regular Board meetings.~~

Policy

In accordance with the provisions of the Education Act, the Toronto Catholic District School Board will establish and maintain two, full-year Student Trustee positions on its Board of Trustees.

Regulations

1. The Toronto Catholic District School Board shall establish two Student Trustee positions to represent the interests of all students, ~~and candidates for the position will be in the last two years of the intermediate division and~~ **Student Trustees must be enrolled** in the senior division of the Board.
2. The Student Trustees may participate in TCDSB Board and Committee meetings, both in public and private session. A Student Trustee is not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee of the board or a pupil or his/her parent or guardian. **Student**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

Trustees are not considered elected members of the Board and are therefore not entitled to exercise a binding vote, not eligible to move or second motions but are entitled to suggest a motion and are entitled to require that a vote be recorded and have their vote recorded.

3. The student trustees will serve two successive one-year terms beginning on August 1 of the year **in which he or she is elected and end on July 31 of the following year** of election, following a transition period from May until July 31, in the first year of election.
4. Only one trustee will be elected each year. Each student trustee will be elected in ~~March~~ **April** of their second year of secondary school, thus commencing their two year term **to begin August 1**. ~~(The 2015 Student Trustee election will require two trustees to be elected, one currently in their second year of secondary school and the second in their third year of secondary school.)~~
5. The student trustee elected may not be from the same secondary school as the **incumbent** student trustee ~~who is currently mid-term~~.
6. The Student Trustees will serve as the Co-Chairs of the Catholic Student Leadership Impact Team (CSLIT). The CSLIT will hold at least one meeting per month during the school year.
7. **A student trustee must resign from their position if they are absent from three (3) consecutive regular meetings of the board without being authorized by a resolution of the board. Authorizations by resolution must be provided to student trustees in the same manner as they are to board members and must be recorded in the meeting minutes. Student**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing or other electronic means.

8. In the event that a Student Trustee is unable to continue in the role, the second Student Trustee will continue with his/her duties, and the vacancy will be filled by the Director of Administrative Affairs of CSLIT until such time as a by-election is held and a new Student Trustee is elected.
9. Each secondary school will be entitled to put forward one candidate for election to one of the positions of Student Trustee in any given year.
10. Each candidate for the position of Student Trustee shall meet the following qualification criteria:
 - (i) be a Roman Catholic student enrolled at a Toronto Catholic District School Board secondary school, and during his or her term of office must be a full-time student **or is an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools—General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced;**
 - (ii) be elected by the local student body;
 - (iii) receive the written approval of his/her parent(s)/guardian(s), unless 18 years of age, to stand for election and also present a letter of reference from a teacher, guidance counsellor or Principal; **and**
 - (iv) maintain a grade average that will contribute to his/her successful graduation at the time of becoming a candidate for the position; **and**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

- (v) ~~meet the eligibility requirements within the Education Act related to Catholic District School Board Trustees, excluding those related to age and residence.~~

11.The Superintendent of Education, Curriculum and Accountability Department or designate, shall establish procedures and include suitable orientation to assist the Student Trustees in fulfilling their roles and responsibilities.

12.The Student Trustees will provide a verbal report and/or written report at each regular Board meeting.

13.A Student Trustee may be disqualified from holding office for one or more of the following reasons:

- (i) serious violation of the TCDSB Trustees' Code of Conduct;
- (ii) disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee of the TCDSB or a student or his/her parent or guardian;
- (iii) commission of a serious breach of his/her school's code of conduct;
- (iv) demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the Student Trustee.

14.Student Trustees shall be entitled to reimbursement of out-of-pocket expenses as if they were members of the Board.

15.Student Trustees shall be paid an honorarium **of \$2,500 for a complete term of office**, consistent with the provisions of the Education Act, which shall be prorated if the Student Trustee holds office for less than a full term.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

16. Student Trustees have the same status as a Board member with respect to access to Board resources and opportunities for training.
17. The successful candidates elected/appointed to the position of Student Trustee will have prescribed rights and responsibilities. ([*hyperlink to Appendix A: Rights and Responsibilities of the Student Trustee*](#))
18. The procedure for election of Student Trustees is determined by the Board. ([*hyperlink to Appendix B: Election of the Student Trustee*](#))
19. Student Trustees shall be required to wear their school uniform or business attire when **attending Board or Committee meetings**, representing the Board at either internal or external board-related business meetings, or when meeting with other students in the Board in the capacity of student trustee.
20. The opportunity to earn a secondary school credit towards the Ontario Secondary School Diploma in the area of Co-operative Education, consistent with Ministry of Education policies and procedures, will be offered to the Student Trustees.
21. **The board shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

Evaluation & Metrics

~~Leadership of the Catholic Student Leadership Impact Team (CSLIT) through student feedback.~~

The “Ratification of Student Trustee Nominees” report will be brought to the Student Achievement Committee in May of each year.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT TRUSTEE

Student Trustees' Rights

1. To receive public session materials for all Board and Standing Committee meetings; attend and participate in all public session meetings of the Board and Standing Committees;
2. To receive private session materials for all Board and Standing Committee meetings and to attend and participate in private session meeting. Student Trustees are not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee **or prospective employee** of the board or a pupil or his/her parent or guardian;
3. Student Trustees are entitled to require that a matter before the board or one of its committees on which the Student Trustees sit be put to a recorded vote, and in that case there shall be,
 - a. a recorded non-binding vote that includes the student trustees' vote; and
 - b. a recorded binding vote that does not include the student trustees' vote.
4. Student Trustees are not entitled to move a motion, but are entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustees sit, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
5. Student Trustees and Student Trustee Elects are entitled to attend the Ontario Student Trustee Association Annual General Meeting.

Student Trustees' Responsibilities

1. To promote a voice for all students in the Toronto Catholic District School Board.
2. To inform the student body at large through liaison with and seeking advice from TCDSB Student Councils;
3. Attend public and permitted private session meetings of the Board and its Standing committees;
4. Demonstrate confidentiality and discretion where required and act in accordance with the Board's Policies, By-laws, and Rules-of-Order;
5. Uphold and promote the Board's Mission and Vision in performance of his/her duties;
6. Once sworn in by the Board, the Student Trustees shall be the Co-Chairs of the Catholic Student Leadership Impact Team. The CSLIT will hold at least one meeting per month.
7. The Student Trustees will report regularly to the Board of Trustees and to the CSLIT on their respective activities. At the end of their terms, the Student Trustees will provide a report regarding issues of concern to students.
8. The Student Trustees will participate in Catholic student leadership development activities associated with the fulfillment of the roles and responsibilities of the student trustee including the organization of the "Voices That Challenge" Student Trustee conference.
9. The Student Trustees will hold membership in the English Catholic Board Council of the Ontario Student Trustees' Association.

OPERATIONAL PROCEDURES – ELECTION OF STUDENT TRUSTEES

PROCESS FOR ELECTION OF THE STUDENT TRUSTEES

1. The Student Trustee will be elected by representatives of each secondary school at a Catholic Student Leadership Impact Team meeting during the first week of March in each school year. For the election to be valid, there must be at least seventeen (17) secondary schools present at the meeting where the Student Trustees are elected. A vote by the school representatives will be conducted under the supervision and guidance of TCDSB staff.
2. **Votes will be counted using a ranked ballot system. Each school will rank the candidates 1, 2, 3....and so forth. If no candidate is the first choice of more than half of the schools voting, then all votes cast for the candidate with the lowest number of first choices are redistributed to the remaining candidates based on who is ranked next one each ballot. If this does not result in any candidate receiving a majority, further rounds of redistribution will occur.**
3. Each secondary school is entitled to nominate one representative to run for the position of Student Trustee. Should the nominee be successfully elected to the position of Student Trustee, he/she will not be permitted to run for president or chair of his/her school's Student Council.
4. Each secondary school is allowed to have one vote in the election of each Student Trustee, but must be represented at the election meeting. The voting delegate must be selected by the school principal in September and must regularly attend Catholic Student Leadership Impact Team meetings throughout the school year as a student council or student leadership delegate.
5. Notice seeking the nomination of one candidate for one of the positions of Student Trustee from each TCDSB Catholic secondary school is sent to each school principal and Student Councils for posting and communication to students in November of each school year.
6. The student trustee elected may not be from the same secondary school as the **incumbent** student trustee ~~who is currently mid-term.~~

7. Each secondary school, via the Principal and Student Council, must appoint either the President of the Student Council or his/her designate to sit on a Student Trustees Selection Committee for the purpose of reviewing applications for the positions of Student Trustees and nominating candidates. If a secondary school is nominating a candidate for the position of Student Trustee, it is the responsibility of the Principal to ensure that the process is fair and equitable.
8. Applications will first be received and pre-screened by staff assigned by the Office the Director of Education to ensure each applicant is eligible under the requirements of the TCDSB policy, the Education Act and Regulations.
9. An all-candidates/election meeting will be held in February of each school year at which time a presentation will be made by the nominees for Student Trustees.
10. A student is not permitted to serve as both a Student Council president or chair in the same year he/she holds the position of Student Trustee.
11. Where a vacancy occurs with one Student Trustee, the second Student Trustee will continue with his/her duties and the Director of Administrative Affairs of CSLIT shall fulfill the duties of a Student Trustee for the balance of the **vacancy** ~~Student Trustee's term or until such time as a by-election is held and a new Student Trustee is elected.~~



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

REVIEW OF PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION POLICY (H.C.06)

Remember your leaders, those who spoke the word of God to you; consider the outcome of their way of life, and imitate their faith.
Hebrews 13:7

Created, Draft	First Tabling	Review
March 27, 2018	April 10, 2018	
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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

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

A. EXECUTIVE SUMMARY

This report recommends Trustees review the Performance Appraisal: Director of Education policy (H.C.06) as the Board of Trustees is responsible for this policy.

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

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as the policy requires review by the Board of Trustees every two years.

C. BACKGROUND

1. The Performance Appraisal: Director of Education policy (H.C.06) was most recently reviewed on February 25, 2016.
2. The policy requires that the report be reviewed by Trustees every two years.

D. METRICS AND ACCOUNTABILITY

1. Recommendations made by Trustees regarding any updates to the policy will be monitored by policy development staff.
2. Further reports to Board will be brought every two years as required by the policy.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Staff will post the approved updated policy to the TCDSB policy register.

F. STAFF RECOMMENDATION

Staff recommend Trustees review the Performance Appraisal: Director of Education (H.C.06) found in APPENDIX A.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: COMPENSATION

POLICY NAME: PERFORMANCE APPRAISAL:
DIRECTOR OF EDUCATION

POLICY NO: H.C.06

Date Approved: October 4, 2006	Date of Next Review: April 2020 (biennial)	Dates of Amendments: May 2013; September 2013; February 25, 2016-Board; April 19, 2018
Cross References: Multi-year Strategic Plan Director of Education's Term Employment Contract Trustee Code of Conduct Executive Search Committee Recommendation Report to Board, March, 2017 Education Act, Section 283 (2) and 283.1, Section 169.1		
Appendix A - TCDSB Performance Review Process for the Director of Education Appendix B - Director of Education Candidate Profile, 2017		

Purpose

The Board of Trustees and the Director of Education collaborate to provide each student at the Toronto Catholic District School Board with meaningful Catholic faith development experiences and exemplary education. This policy will establish a standardized, fair and transparent framework for the annual performance review process of the Director by the Board of Trustees. The process will measure the degree to which the director is fulfilling this mandate, and will provide a structured opportunity for the Director to receive feedback and identify concerns in a timely and supportive way to facilitate resolution.

Scope and Responsibility

This policy applies to the Director of Education and is managed by the elected Trustees. The Board of Trustees is responsible for this policy.



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	COMPENSATION
POLICY NAME:	PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION
POLICY NO:	H.C.06

Alignment with MYSP

Living Our Values

Achieving Excellence in Governance

Fostering Student Achievement and Well Being

Policy

The Director of Education is responsible for implementing the Toronto Catholic District School Board's Vision, Mission and Multi-Year Strategic Plan. The Board of Trustees shall conduct an annual performance review of the Director through a fair process, providing constructive feedback in a manner that supports and strengthens the integrity of the roles performed by the Director and the Board.

Regulations

1. The Trustees and the Director of Education will jointly develop the content, process and the methods of data collection and review. The Performance Review is not intended to encompass every aspect of the Director's work, but to focus on the goals determined for the year under review. (Appendix A)
2. The Performance Review Process will be developmental in its nature, providing for a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
3. The process by which the Director's performance is reviewed and the occurrence of the review will be made known to the public.
4. The content of the review surveys, the feedback to the Director, discussions with the Trustees and subsequent documentation will be held in confidence.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: COMPENSATION

**POLICY NAME: PERFORMANCE APPRAISAL:
DIRECTOR OF EDUCATION**

POLICY NO: H.C.06

The review surveys shall be based on the Director's areas of responsibility as outlined in the following sources:

- i. the Education Act;
 - ii. the Ontario Leadership Framework for Supervisory Officers-five leadership practices;
 - iii. the Candidate Profile from the recruitment of the Director of Education (Appendix A);
 - iv. the goals established jointly for the year based on the above and the Multi-Year Strategic Plan
5. Internal staff and external community reviewers are limited to twenty individuals, chosen randomly from selected groups
 6. The results of each annual review are linked to any salary changes in compliance with the Director's Term Employment contract.
 7. The Director will be provided with a written copy of his/her performance review and will be permitted an opportunity to respond to it. In the event there is any significant disagreement concerning the performance review arises between the Director and the Board, the Director will provide the Chair of the Board with a written response outlining the area(s) of disagreement. Upon receipt of the Director's response, the Chair would present this response to the Trustees in an effort to come to a reasonable resolution.
 8. The Board of Trustees will approve a public motion confirming that the Director's performance review process has been completed in accordance with this policy.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: COMPENSATION
POLICY NAME: PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION
POLICY NO: H.C.06

9. Before the review occurring at the end of the second to last year of the Director's contract, the Chair will initiate separate succession planning discussions with the Board of Trustees and with the Director to determine preliminary interest in extending the Director's Term Employment Contract. This will provide direction on the requirement to initiate an executive search process in sufficient time. (Appendix B)

Definitions

Board of Trustees

The twelve elected officials charged with governing the TCDSB.

Chair of the Board

The Trustee elected by the Board of Trustees to serve as Chair of the Board for the year, shortened to The Chair.

Director of Education

The Chief Executive Officer and Secretary to the Board, shortened to The Director.

Term Employment Contract

The terms and conditions of the Director of Education's employment, shortened to Contract.

Evaluation and Metrics

The effectiveness of this Policy will be evaluated by the Board of Trustees after each performance review cycle in October of each year. The criteria will include ease of implementation and achievement of the Policy objectives.



Director of Education Performance Review

Guiding Principles

1. The Performance Review Process is developmental in nature, it is a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
2. The process and its annual occurrence are transparent and available for public information. The process is well understood and communicated to stakeholders.
3. The content of the review surveys, the feedback to the Director and discussions with the Trustees are held in confidence and the documents are stored confidentially
4. The Process is conducted in a respectful and collaborative manner.
5. The Director and the Trustees jointly develop the content (the goals to be reviewed each year), the process and the methods of data collection and review.
6. The Director and the Trustees share information frequently and schedule at least two formal updates throughout the year.
7. Limited Number of Goals to be reviewed each year: The Performance Review will focus on a limited number of results-oriented goals determined for the year under review.
8. Evidence, both qualitative and quantitative, is to be observed by Trustees and internal and external reviewers throughout the year.
- 9. Review of the Director's performance may serve to determine performance-related pay in the Board's Executive Compensation Plan.**



Director of Education Performance Review

Performance Review Process

The Annual Performance Appraisal period is considered to be the calendar year from October 1 to September 30. The review cycle is conducted yearly, with the formal review activities occurring within the first two weeks of October. The following process will form the basis of the Director of Education's Performance Review:

First Week of October – Progress Report and Questionnaires

- Director will provide a progress report in a meeting with Trustees
- Questionnaire based on previously-established goals for the Director's performance is distributed to Trustees
- Questionnaires will be completed anonymously on the evening of distribution
- Different, parallel performance appraisal provided to selected staff members at various levels in the organization and community members (including external, prominent Catholic community leaders) for completion
- One week later, the Chair provides the Director with a copy of the different Questionnaires

**Middle of October – Review of Questionnaire Results**

- Chair summarizes the results of both sets of Questionnaires and presents results to the Trustees
- Chair meets with the Director to discuss the performance feedback
- Director presents Performance Goals for the upcoming year to Trustees and consensus about the nature of the performance Goals is sought

**May – Ad Hoc Director Performance Appraisal Committee**

- Ad Hoc Committee Composition: Chair, Vice-Chair, Chairs of the Standing Committees, and one Trustee elected at the May Board meeting
- Design the next Performance Review Questionnaire based on the Director's performance goals established in October, previous



The following profile represents the qualities and competencies sought for a Director of Education at the Toronto Catholic District School Board. The profile has been adapted from the following sources:

- Council of Ontario Directors of Education, *Role of Director*, 2005
- Ontario Education Services Corporation Trustee Development Program Modules
- Institute for Catholic Education, Profile for a Catholic Director of Education in 21st Century
- ~~PROMEUS, Partners in Executive Search,~~ **Odgers Berndtson, Executive Search Firm,** *Candidate Profile*
- **Ontario Catholic Leadership Framework for System Leadership**

Role of the Toronto Catholic District School Board Director of Education

The Toronto Catholic District School Board Director of Education is called upon to be an exemplary Catholic educator with a deep and abiding commitment to the Catholic faith, community and culture. The role requires the knowledge, skills and political acuity to lead the learning of trustees, senior staff, school and system leaders, parents, students, and the broader community in an environment informed by the Ontario Catholic School Graduate Expectations and Ministry of Education curriculum through the lens of faith, hope, love, community, dignity of persons, excellence, justice and stewardship for creation.

Under the *Education Act* the director is the “chief education officer” and “chief executive officer” and is required to “develop and maintain an effective organization and programs required to implement board policies” (s.283).

Responsibilities of the Director of Education

The director is hired by and responsible to the board of elected trustees of the TCDSB. The director is accountable to the Ministry to ensure compliance with provincial law and curriculum. In addition, the Director of the TCDSB has a responsibility to ensure faithfulness to the teachings of the Catholic Church throughout the board and to maintain a positive and effective relationship with the Archdiocese.

Catholic Director of Education Profile 2017

The director is the sole employee who reports directly to the elected board. All authority delegated by the elected board to staff is delegated through the Director of Education.

Job Description

The following template offers a job description for the role of Director of Education. The criteria ~~we expected in an individual~~ **a system leader** is one who supports 21st century learning, demonstrates a commitment to Catholic education **and equity of outcomes**, is a practicing Catholic and will facilitate achievement of the Toronto Catholic District School Board's current and future priorities.

The Director of Education and Chief Executive Officer of the Toronto Catholic District School Board, as outlined in the *Education Act*: 283.1, will fulfill the following roles:

- within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies;
- annually review with the board the multi-year plan;
- ensure that the multi-year **strategic plan** developed establishes the board's priorities and identifies specific measures that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular its responsibility for student achievement;
- implement and monitor the implementation of the multi-year plan;
- report periodically to the board on the implementation of the multi-year plan;
- act as secretary to the board;
- immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- if a board does not respond in a satisfactory manner to an act or omission brought to its attention advise the Deputy Minister of the Ministry of Education of the act or omission.

Catholic Director of Education Profile 2017

In addition to the requirements of the Education Act, the ideal candidate will have demonstrated expertise, experience, knowledge, leadership skills in providing Catholic leadership, commitment, and direction in the following areas by focusing on:

- Catholic faith, Community and Culture;
- Leading Vision into Organizational Practice;
- Effective and Proactive Media Relations;
- Building Relationships Among Staff and Internal and External Stakeholders;
- An innovative approach to problem solving.

Student Achievement and Well-being

The Director of Education:

- builds and communicates a shared vision of Catholic education, rooted in Gospel values and focused on improving the achievement and well-being of all students, staff and parents in the TCDSB community.
- promotes, protects and provides excellence in academic, physical and spiritual well-being of students.
- inspires, motivates and encourages trustees, senior staff and all members of the TCDSB community to continually learn and innovate and strive for excellence in Catholic education.
- takes the necessary steps to provide a safe, caring, ~~ee-~~inclusive learning environment that promotes a sense of collective responsibility for the worth and dignity of all members of the community. Provides advice and leadership to the board in setting goals for leading practices in student achievement and in promoting the value that all children can learn.
- ensures that every student has the opportunity to work toward meeting the Ontario Catholic School Graduate Expectations and the standards of education mandated by the Ministry of Education.
- ensures a consistent and continuous board-wide focus on student achievement, using system and school data to monitor progress, and supports and encourages the same for schools.
- ensures that the student is at the centre of planning and resource management.

Catholic Director of Education Profile 2017

- develops Catholic learning communities in collaborative and growth-oriented cultures.
- recruits, hires and retains staff with the interest and capacity to further the Board's goals.
- provides resources in support of curriculum instruction and the Ontario Catholic School Graduate Expectations.
- allocates resources so that superintendents and principals can implement strategies which secure high standards of behaviour and attendance.
- takes the necessary steps to provide facilities to accommodate students.

Educational Leadership

The Director of Education:

- provides leadership and direction in all matters relating the Catholic education in the district.
- develops and maintains positive and effective relations with staff at the provincial and local government levels.
- establishes and facilitates a process that promotes systematic and comprehensive program links that support school, parish and family life.
- ensures policies and procedures and embedded with the fundamental concepts of human dignity, social justice and environmental stewardship reflective of our Catholic beliefs and traditions.
- in accordance with the director's responsibility to the Ministry of Education through the Deputy Minister provides a director's annual report to the Ministry.
- promotes and encourages the use of new and emerging technologies to support teaching and learning.
- demonstrates a strong vision that supports 21st century learning.

Director/Board Relations

The Director of Education:

- establishes and maintains positive working relations with the Board of Trustees
- provides leadership in ensuring effective governance practices that foster excellence in Catholic education.

Catholic Director of Education Profile 2017

- supports the Board of Trustees in performing its role and facilitates the implementation of its role as outlined in board policy.
- provides ongoing learning opportunities for trustees to deepen their knowledge and skills regarding their governance role.
- support the role of trustees in advocacy role for excellence in publically funded Catholic education.
- provides opportunities for ongoing faith formation of trustees
- communicates effectively with the governing board and individual trustees

System Leadership

The Director of Education:

- demonstrates visionary and strategic leadership that has support of the senior staff, school and system leaders, parents, students and the larger community.
- develops effective approaches for succession planning at all levels of the system beginning with the Directorship.
- demonstrates a willingness to participate on provincial executive committee to execute the vision of the board.

Fiscal Responsibility

The Director of Education:

- ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- ensures that the fiscal management of the district is in alignment with the elected board's multi-year strategic plan and the mandate of a Catholic school system.

Organizational Management

The Director of Education:

- demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.

Catholic Director of Education Profile 2017

- reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.
- bring to the attention of the board any act or omission by the board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the Act; and if the board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission.
- nurtures partnership with organizations to benefit student achievement and the goals of the board.

Planning

The Director of Education:

- provides leadership for the development of the board's multi-year plan and annual review of the multi-year plan.
- ensure the multi-year plan establishes board priorities rooted in the gospel and Catholic social teachings as well as evidenced based and exemplary educational practices.
- identifies specific actions that will be taken to achieve those priorities, specifically with regard to the board's responsibility for student achievement.
- ensures appropriate involvement of the board of trustees (approval of process and timelines, establishment of board strategic priorities, key results and final board approval).
- reports regularly on implementation and results achieved in relation to the board's multi-year strategic plan and district improvement plans.

Personnel Management

The Director of Education:

- models acceptance of the responsibility to spiritual leadership and pastoral care and situations within the context of a Catholic faith community and school system.

Catholic Director of Education Profile 2017

- demonstrates respect for the dignity of all through inclusive practices, whereby each individual is valued, diversity is celebrated, and belonging is nurtured.
- understands the director's overall authority and responsibility for all hiring, monitoring, evaluation and termination of personnel.
- ensures effective systems are in place for the recruitment, selection, supervision, development and performance review of all staff.
- ensures ongoing capacity building, professional learning and succession planning throughout the organization.
- utilizes performance appraisal process to foster ongoing formation and growth in Catholic leadership practices.
- ensures compliance with human rights and labour relations legislation.

Policy

The Director of Education:

- provides leadership in the planning, development, implementation and evaluation of board policies.
- ensures policies reflect the *Education Act*, other pertinent legislation and are anchored in evidence based best practices and Catholic social teachings.
- ensures policies and procedures are embedded with the fundamental concepts of human dignity, equity, social justice and environmental stewardship.

Communications and Community Relations

The Director of Education:

- establishes effective communication strategies to keep the district informed of key monitoring reports, student and staff success, local issues and board decisions.
- ensures that open, transparent and positive internal and external communications are in place.
- ensures that Catholic School Advisory Councils, the Catholic Parent Involvement Committee and the Special Education Advisory Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.

Catholic Director of Education Profile 2017

- ensure positive relationship with Archdiocese and supports school communities in nurturing close relationships with local parishes.
- participates in community affairs in order to enhance and support the district.
- develops and maintains strong community presence through strategic planning, use of social media communication tools.
- establish a strong communications protocol and successfully execute strategy.

Student, Staff and District Recognition/Public Relations

The Director of Education:

- establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes.

Leadership Practices

Within the context of the requirements set out in legislation, Ministry of Education policy and guidelines, and the director's local job description, the six leadership practices with from the basis of the Catholic director's performance review are:

- Catholic faith, community and culture
- Setting directions
- Building relationships and developing people
- Developing the organization
- Leading the instructional program
- Securing accountability

Accountability of the Board of Trustees under Provincial Interest Regulation

The Director of Education for the Toronto Catholic District School Board must also be knowledgeable about the Provincial Interest Regulation (PIR). This regulation sets out actions that can be taken by the Minister of Education if the Minister has concerns about a school board in one or more of the following areas:

- Academic achievement of students
- Student health and safety



- Good governance of the school board
- Performance of the board and of the Director of Education in carrying out their responsibilities under the *Education Act*
- Parent involvement

~~TCDSB Director of Education Candidate Profile~~

~~Based on the characteristics below, the ideal candidate for Director of Education at TCDSB:~~

- ~~• is a transformational leader who demonstrates, in both word and deed, a passion for Catholic Education and a commitment to the gospel values and teachings of Christ and the Catholic Church;~~
- ~~• inspires the continued growth of our students, dedicated staff and communities;~~
- ~~• possesses the know-how to provide effective strategic leadership and support in implementing the Board's goals and objectives;~~
- ~~• has clearly demonstrated, that while a board must be run with business acumen, the business of the board is education;~~
- ~~• has a proven history of successful educational innovation;~~
- ~~• brings demonstrated success in dealing with complexity, turning challenges and conflict into opportunities for progress;~~
- ~~• possesses a highly regarded reputation for integrity;~~
- ~~• has the ability to relate respectfully and effectively with people of widely diverse backgrounds ensuring that diversity is a major asset;~~
- ~~• will be a superb communicator within the board and bring experience about how to develop and implement new and creative ways for all internal stakeholders to work effectively together in common cause for a better future for students and the community;~~
- ~~• has demonstrated skills in developing effective relationships with all external stakeholders, including the municipal and provincial governments and the media;~~
- ~~• is able to confidently and effectively manage the internal and external political challenges associated with the high level requirements of a chief executive officer;~~
- ~~• has the know-how to actively support and lead the development of a strong and effective approach to governance, the confidence and ability to "speak truth to power" in an appropriate, respectful and consistent manner in ensuring that the Board's Code of Conduct is an effective and living document;~~
- ~~• will be in good standing with the Ontario College of Teachers, and hold Supervisory Officer's qualifications consistent with those outlined per the *Amendments to Ontario*~~



Catholic Director of Education Profile 2017

~~Regulation 309: Supervisory Officers Qualifications and Appointment of Supervisory Officers and Directors of Education.~~



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO HAND-HELD (MOBILE) WIRELESS
COMMUNICATION DEVICE POLICY (A.31)

And you will have confidence, because there is hope; you will be protected and take your rest in safety.
Job 11:18

Created, Draft	First Tabling	Review
February 20, 2018	April 10, 2018	
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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

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

A. EXECUTIVE SUMMARY

This report recommends updates to the current Hand-Held (Mobile) Wireless Communication Device policy (A.31) in meta policy format including updated terms of current devices used.

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

B. PURPOSE

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

C. BACKGROUND

The Hand-Held (Mobile) Wireless Communication Device policy (A.31) was approved on January 27, 2010 and has not been reviewed since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In addition to changing to meta policy format, the policy only required minor updates such as adding “Smartphones” under the definition of hand-held (mobile) wireless communication device.
2. The “Eligibility” and “Equipment Standards and Procurement” regulations have been moved from the policy to a “Procedures” section.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

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

G. STAFF RECOMMENDATION

Staff recommend that the Hand-Held (Mobile) Wireless Communication Device policy (A.31) provided in APPENDIX A be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

Date Approved: January 27, 2010-Board	Date of Next Review: April 2023	Dates of Amendments: April 19, 2018
Cross References: Electronic Communication Systems- Acceptable Use policy (A.29) <i>Highway Traffic Act</i>		
Appendix		

Purpose:

This policy sets out the parameters for responsible use of Toronto Catholic District School Board (TCDSB) hand-held (mobile) wireless communication devices.

Scope and Responsibility:

This policy applies to all employees who have been provided hand-held (mobile) wireless communication devices by the TCDSB. The Director is responsible for this policy with the support of the Technical Services Department.

Alignment with MYSP:

Providing Stewardship of Resources

Inspiring and Motivating Employees

Policy:

Staff is expected to responsibly use hand-held (mobile) wireless communication devices and comply and adhere to the requirements and regulations as defined per



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

in this policy and the TCDSB “Acceptable Use Policy”. It is imperative that any hand-held (mobile) wireless communication device that is used to conduct TCDSB business be utilized appropriately, responsibly and ethically. Any unlawful, illegal and unethical use will not be tolerated and is a violation of this policy and other applicable TCDSB policies which may result in disciplinary measures up to and including dismissal.

Regulations:

Operating a Vehicle

1. While operating a vehicle, users must not use a hand-held (mobile) wireless communication device because such use impairs the driver’s reaction time, increases the risk of an accident and distracts the attention of the driver from safely operating the vehicle. The safety of staff, pedestrians and other drivers on the road is of the utmost importance and concern therefore the following use guidelines are to be adhered to while driving:
 - (a) Hand-held (mobile) wireless communication devices should only be used when the vehicle is safely parked.
 - (b) Turn-off the hand-held (mobile) wireless communication devices and allow voice messaging to pick-up the call. You can return the call when you arrive at a safe location.
 - (c) If there is an emergency situation or occurrence where use of the hand-held wireless communication device is urgently necessary, employees must use a hands-free communication device, alert the caller you are driving, advise the caller you will return the call when at a safe location,



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: **HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE**

POLICY NO: A.31

keep the conversation as brief as possible or find an opportunity to safely pull-off the roadway and secure the vehicle to continue the conversation.

(d) Hands-free use of a hand-held (mobile) wireless communication device with a hands-free communication device is still a distraction for the driver and should only be used for emergency situations.

(e) Text or e-mail messaging **is strictly prohibited** ~~should never be used~~ while driving.

(f) Use of a hand-held (mobile) wireless communication device must never be attempted in hazardous driving conditions such as, inclement weather, construction zones, high-speed or high-volume roadway, etc. Your first responsibility is “eyes on the road and hands on the wheel”.

(g) Staff will not be disciplined for failing to answer a call while driving a vehicle and supervisors will not expect staff to immediately respond to the call. The supervisor may leave a voice message for staff to pick-up and return the call when at a safe location.

2. Staff must comply with all municipal, provincial and federal laws applicable in the jurisdiction in which the hand-held (mobile) wireless communication device is used. The TCDSB will not provide legal advice nor assistance to those employees charged under the **relevant** legislation. ~~Further, Fines levied upon conviction~~ **for violating the law with respect to use of a hand-held (mobile) wireless communication device** will not be paid by the employer or reimbursed as an expense.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: **HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE**

POLICY NO: **A.31**

3. Hand-held (mobile) wireless communication devices should only be used for calls whenever other more cost-effective telecommunications devices and services are not readily available. The use of a landline-based office desk phone, cordless desk phone or other TCDSB provided telephony equipment should be utilized and considered first before using a hand-held (mobile) wireless communication device.
4. Use of the still or video camera functionality on a hand-held (mobile) wireless communication device to capture images of other people without their consent or students without parental consent, images of copyright-protected materials and publications, images of sensitive, protected or classified documents, designs, etc. is prohibited.

Authorized Coverage Area

5. TCDSB hand-held (mobile) wireless communication devices are only allowed to be used within ~~the~~ Ontario ~~area~~ unless otherwise authorized and approved by your Supervisor to minimize the costs ~~for~~ **of** long distance charges.
6. Staff ~~that~~ **who** will ~~be~~ traveling outside of ~~the~~ Ontario ~~area~~ **on Board** ~~for work-related~~ business need to be accessible and require the use of a hand-held (mobile) wireless communication device must contact the Technical Services - Telephony group to review alternative wireless service and long distance plans to minimize usage charges for the duration of the **business** travel ~~period~~.
7. The hand-held (mobile) wireless communication device remains the property of the TCDSB for the period the device is assigned to **a TCDSB employee** ~~a staff~~ and when no longer ~~in use~~ **required by the employee**, the device must returned to the Technical Services – Telephony group.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

8. Staff are expected to take reasonable care to safeguard and protect the hand-held (mobile) wireless communication device assigned to them against loss, theft and unauthorized use. Immediately report a lost or stolen device to your supervisor and to the Technical Services – Telephony group. Notification needs to occur even if you think you may have just misplaced the device. If outside of regular business hours, staff must call the service provider immediately to suspend service and notify the Technical Services – Telephony group.

Personal Use

9. The personal use of a TCDSB-owned hand-held (mobile) wireless communication device for ~~private~~, commercial or consulting business purposes is considered inappropriate use, **and is** a violation of this policy and the TCDSB “Acceptable Use Policy”.
10. Staff must reimburse the TCDSB for any ~~additional~~ charges not covered under the monthly wireless service plan including long distance charges (including taxes) incurred for personal use of a TCDSB hand-held (mobile) wireless communication device.

Security

11. Staff are responsible for the protection of TCDSB information stored or accessed with a hand-held (mobile) wireless communication device or stored on a storage expansion card (e.g., SD memory, etc.) for the device.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: **HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE**

POLICY NO: **A.31**

12. Reasonable care must be taken when using such devices in public areas to avoid unauthorized disclosure, overheard telephone conversations and access or viewing of information that is represented in any digital or display format.
13. Use of a hand-held (mobile) wireless communication device to communicate ~~high-sensitivity~~ **highly sensitive** information is **not recommended** ~~not permitted~~ **and extreme caution should be exercised when doing so.**
14. Hand-held (mobile) wireless communication devices when left unattended at home must be securely stored in a safe place and access safeguarded from unauthorized individuals, family, friends, visitors, etc. **Unless the circumstances require it, the device should not be left in a vehicle.** When left in a locked vehicle, the device must be stored out of sight ~~or covered from view.~~
15. Staff must not tamper with the configuration settings of the hand-held (mobile) wireless communication devices to defeat or disable the security mechanisms ~~and~~ **or** remote manageability functions enabled per TCDSB standards. ~~Do not~~ **Downloading** or **installing** unauthorized mobile applications on the device **is prohibited.**

Failure to Comply

16. The TCDSB reserves the right to suspend or revoke the use of a hand-held (mobile) wireless communication device if it is found that the employee is failing to comply with this policy. In addition, failure to comply may result in disciplinary measures up to and including dismissal.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

Definitions:

A **hand-held (mobile) wireless communication device** is a device capable of voice and data communication and includes but is not limited to the following device classifications:

- Cellular phones
- **Smartphones**
- Any ~~mobile~~ device capable of mobile wireless voice and data communications.

A **hands-free communication device** is an accessory device or function on the hand-held (mobile) wireless communication device that enables hands-free voice communication and operation of the hand-held (mobile) wireless communication device. The purpose of a hands-free communication device is to provide user convenience and safe operation of the device particularly while driving a vehicle.

Hands-free communication can be accomplished utilizing one the following accessory devices or built-in functions of the hand-held (mobile) wireless communication device:

- Use of an ear bud
- Use of a headset
- Use of the device's hands-free speaker
- Use of the device's voice dial feature
- Use of an in-vehicle Bluetooth adaptor (use with vehicle's sound system)
- Use of a Bluetooth device



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS
COMMUNICATION DEVICE

POLICY NO: A.31

Evaluation and Metrics:

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

The Technical Services Department monitors and tracks any breach of this policy and the financial impact caused by the breach.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

PROCEDURES

Eligibility

Staff may be provided a TCDSB hand-held (mobile) wireless communication device if the following minimum eligibility requirements and criteria are met:

- Staff **are** required to be available and accessible after regular business hours; **or**
- **If Or,** staff **are** required to be available for on-call and call-out; **or**
- **If Or,** staff perform itinerant work and do not have a permanent work location; **or**
- **If Or,** staff's duties include significant time at work locations outside of their permanent work location; **and**
- And, approval granted by the employee's Principal, Senior Coordinator or Superintendent for cell phone devices and Director's Office approval for **Smartphone** devices; **and**
- ~~And,~~ Cost centre is identified with sufficient budget to carry the initial one-time and on-going annual charges for the wireless service.

Equipment Standards and Procurement

1. The Technical Services – Telephony group will define the standards and support services available for hand-held (mobile) wireless communication devices, accessories and wireless services to ensure a standard level of quality, suitability of purpose and use, compatibility, maintenance, service, support and warranty.

2. The Technical Services – Telephony group will coordinate the purchase of the approved equipment standard, which is the hand-held (mobile) wireless communication device, initial battery, car adapter, wall charger and hands-free



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

POLICY NO: A.31

communication device and process the activation of the wireless service with the service provider of record. The requesting TCDSB school or department will be charged for the initial equipment purchase cost and all on-going wireless service costs charged through a funds reservation from the respective cost centre.

3. Additional requirements must meet the approved standards and service support available for hand-held (mobile) wireless communication devices, accessories and wireless services and must be authorized for purchase and support by the Technical Services – Telephony group prior to purchase. Reimbursements for purchase will not be approved unless Supervisor approval and Technical Services – Telephony group authorization was granted prior to purchase.

4. The Technical Services – Telephony group will activate an initial wireless service plan (allotment of voice and long distance minutes and/or kilobytes of data) based on the employee's role and expected business use for each assigned hand-held (mobile) wireless communication device. At periodic review points, the Technical Services – Telephony group will conduct usage reviews and adjust the wireless service plans assigned as needed.

5. A list of the staff and inventory of the equipment assigned will be maintained by the Technical Services – Telephony group.

6. Staff requests to purchase additional accessories or replacement equipment such as spare or replacement batteries, chargers, ear buds, etc. must ~~first~~ be authorized by the Technical Services – Telephony group to review the appropriateness of the request and ~~then expenditure approval~~ be approved ~~from~~ by their immediate supervisor before any purchase is made.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: **HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE**

POLICY NO: **A.31**

7. The Technical Services Department will establish the security and manageability standards for hand-held (mobile) wireless communication devices. These standards will ensure those devices capable are configured for data encryption, password protection, malware protection and remote manageability and that wireless connectivity is secure to maintain data confidentiality, integrity and authenticity of the origin of the data.

8. The Technical Services Department will establish procedures to ensure security patches and software updates for hand-held (mobile) wireless communication devices are applied when required. Remote update methods and central management systems may be utilized to automate this device update process and any processes required for data backup and restore.

9. The Technical Services – Telephony group is responsible to provide the employee a copy of this policy, **and** the documentation available from the service provider on “how to use” the device and training for the staff as required.

10. Each employee assigned a hand-held (mobile) wireless communication device will be required to sign ~~this policy~~ **an employee declaration** confirming their acceptance of the conditions outlined in this policy.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: HAND-HELD (MOBILE) WIRELESS
COMMUNICATION DEVICE

POLICY NO: A.31

EMPLOYEE DECLARATION

Hand-held (Mobile) Wireless Communication Device Acceptable Use Policy

I have read and understand the above policy and agree to adhere to the terms of use and regulations outlined herein.

User Acceptance

Name: _____

Department _____

Title: _____

Signature: _____

Date: _____

Supervisor Approval

Name: _____

Title: _____

Signature: _____

Date: _____

Technical Services Authorization

Name: _____

Title: _____

Signature: _____

Date: _____



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO PRAYER IN SCHOOLS POLICY (S.23)

*Then Hannah prayed and said: "My heart rejoices in the Lord;
in the Lord my horn is lifted high.
(1 Samuel 2:1)*

Created, Draft	First Tabling	Review
February 20, 2018	April 10, 2018	Click here to enter a date.
Peter Aguiar, Superintendent of Education and Student Well-Being, Area 4		
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

This report recommends updating the current Prayer in Schools Policy (S.23)
The cumulative staff time required to prepare this report was 2 hours

B. PURPOSE

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

C. BACKGROUND

1. The Prayer in School Policy (S.23) was approved on December 1992 and amended on September 1998 and February 2003. It was last reviewed on September 2006.
2. The policy has been amended in consultation with the Nurturing Our Catholic Communities Department.

D. METRICS AND ACCOUNTABILITY

The Superintendent of Nurturing our Catholic Communities shall monitor the implementation and enforcement of this policy.

E. STAFF RECOMMENDATION

Staff recommends that the revised Prayer in Schools Policy (S.23) provided in APPENDIX A be adopted.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PRAYER IN SCHOOLS

POLICY NO: S.23

Date Approved: Dec. 17, 1992	Date of Next Review: April 2023	Dates of Amendments: Sep. 1998; 18 Feb. 2003; April 19, 2018
Cross References:		
Appendix		

Purpose:

This policy provides regulations regarding daily prayer in all TCDSB schools.

Scope and Responsibility:

This policy applies to all elementary and secondary schools in the Toronto Catholic Secondary School Board. The Director is Responsible for this policy with the support of the Nurturing Our Catholic Communities Department.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Policy:

It is the policy of the Toronto Catholic District School Board that public prayer, involving students and staff, shall take place on a daily basis in all TCDSB schools.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PRAYER IN SCHOOLS

POLICY NO: S.23

Regulations:

1. The opening exercises of each school day (and closing exercises, where these are held) shall include public prayer which begins **and closes** with the Sign of the Cross and ~~shall~~ **may** include either the Lord's Prayer or the Hail Mary **or the Glory Be to the Father**.
2. Both staff and students shall be encouraged and invited to take part in each school's daily public prayer, by
 - a. reading/proclaiming/**responding to** the prayer or sections of it;
 - b. helping compose the prayer or sections of it;
 - c. providing musical accompaniment and/or singing, when appropriate.
3. Public prayer in TCDSB schools may be taken from either published formulas and formats or original compositions produced by staff and/or students. Prayers taken from published formulas will ~~usually~~ incorporate the Our Father and Hail Mary; however, other traditional common prayers of the church such as the Creeds, Glory Be, Memorare, et cetera, may be used as appropriate. All public prayer shall begin **and end** with the Sign of the Cross and **may also** conclude with a blessing appropriate to the theme, occasion or season.
4. School Principals shall also encourage classroom teachers to pray publicly with their students at times such as after recess or a period change, or at other appropriate times during the school day.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PRAYER IN SCHOOLS

POLICY NO: S.23

Evaluation and Metrics:

The local school principals and area superintendents will ensure prayer in all TCDSB schools will be a daily routine.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO ADVERTISING POLICY (A.03)

You are the God who works wonders; you have displayed your might among the peoples.
Psalm 77:14

Created, Draft	First Tabling	Review
February 20, 2018	April 10, 2018	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development Stacey Coray, Sr. Manager, Partnership Development		
RECOMMENDATION REPORT		

Vision:

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Mission:

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



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of Planning and Facilities

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

A. EXECUTIVE SUMMARY

This report recommends updates to the current Advertising Policy (A.03) in meta policy format adding current board practices and including a regulation highlighting legislative requirements.

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

B. PURPOSE

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

C. BACKGROUND

The Advertising Policy (A.03) was approved on March 28, 2007 and has not been reviewed since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In addition to changing to meta policy format, the policy required adding a regulation detailing a legislative requirement under O. Reg. 298, s. 24 “Operation of Schools—General” under the *Education Act*.
2. Regulations have been added to the policy to reflect current board practice for both school-based and board-wide advertising.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy as approved will be posted on the TCDSB policy register.
2. The Partnership Development Department will send a communication to schools reminding them of the advertising process requirements

G. STAFF RECOMMENDATION

Staff recommend that the Advertising policy (A.03) provided in APPENDIX A be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVERTISING

POLICY NO: A.03

Date Approved:

March 28, 2007

Date of Next Review:

April 2023

Dates of Amendments:

April 19, 2018

Cross References:

Communication (A.37)

Logo Use (T.16)

Donation and Sponsorship (F.F.02)

Purchasing Policy (F.P.01)

Offering of Hospitality or Gifts (F.M.07)

Fund Raising in Schools (S.M.04)

Access to Students in Schools (S.S.04)

*Ontario Regulation 298, s. 24 under the Education Act***Appendix****Purpose:**

This policy identifies parameters and acceptable best practices for advertising in schools.

Scope and Responsibility:

This policy applies to all schools and worksites of the TCDSB and third-parties wishing to partner with the TCDSB in advertising. The Director is responsible for this policy with the support of the Partnership Development Department.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVERTISING

POLICY NO: A.03

Providing Stewardship of Resources

Policy:

It is the policy of the Toronto Catholic District School Board that advertising ~~should~~ **must** be for the purposes of informing and educating the public, as well as creating awareness of education programs, services, events and community activities of specific interest or benefit to students, parents/guardians, staff, **trustees**, Catholic School Supporters and stakeholders.

Advertising is permitted for the on-going business functions of the Board in accordance with purchasing and procurement policies and procedures.

Regulations:

1. **Advertising for the benefit of the** Board ~~wide advertising~~ shall be paid for from the approved Board's annual budget.
2. **Advertising for the benefit of the** Board ~~wide advertising~~ shall be done in a cost effective manner and in accordance with the Board's purchasing policy.
3. Advertising by the Board will present objective, factual and explanatory information based on verifiable facts.
4. TCDSB will not engage in advertising where the sole objective of the advertisement is to encourage students of a coterminous board to register as a TCDSB student.
5. **In accordance with *Ontario Regulation 298, s. 24*, no advertisement or announcement shall be placed in a school or on school property or**



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVERTISING

POLICY NO: A.03

distributed or announced to the pupils on school property without the consent of the TCDSB, with the exception of announcements of school-related activities.

6. External individuals or organizations with school-based advertising requests may approach the principal with advertising requests. All school-based requests by external individuals or organizations are to be vetted by the principal and area Superintendent.
7. External individuals and organizations with advertising requests on a board-wide basis are to be referred to the Partnership Development Department for consideration prior to seeking approval from the Board of Trustees.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVERTISING

POLICY NO: A.03

Definitions:

Advertising

The activity or profession of producing information for promoting the sale of products or services, and bringing attention to a product (or service).

Advertisement

Paid, non-personal, public communication about causes, goods and services, ideas, organizations, people, and places.

School Property

TCDSB schools and other TCDSB owned buildings and land.

Evaluation and Metrics:

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

The Partnership Development Department tracks advertising agreements throughout the TCDSB.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO APRIL 10, 2018

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 GAP	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy (Update to Chaplaincy Program Policy)	Legal Counsel
2	June-2017 GAP	TBC	Governance and Policy	Bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Legal Counsel
3	Sep-2017 GAP	TBC	Governance and Policy	Staff to look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back-up materials (Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe)	Director of Education

4	Oct-2017 GAP	TBC	Governance and Policy	Report to Board regarding CPIC's recommendations to the Community Engagement Handbook T07 , and if the recommendations are applicable to the Community Engagement Policy, a report to the GAP Committee meeting (TCDSB Community Engagement Handbook T07)	Legal Counsel
5	Jan-2018 GAP	Every January	Governance and Policy	Annual Report regarding the percentage of surplus space rented and/or leased (Update to Rental of Surplus School Space and Properties Policies (B.R.01, B.R.03, B.R. 04))	Legal Counsel