



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

REVIEW OF COMMUNITY ENGAGEMENT  
HANDBOOK (T.07) CPIC RECOMMENDATIONS

*Peace be to the whole community, and love with faith, from God the Father and the Lord Jesus Christ.*  
Ephesians 6:23

| Created, Draft | First Tabling | Review       |
|----------------|---------------|--------------|
| May 28, 2018   | June 5, 2018  | June 5, 2018 |

John Yan, Senior Coordinator, Communications, Public and Media Relations  
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

RECOMMENDATION REPORT

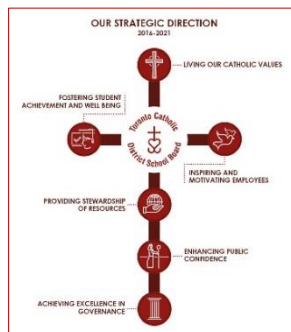
**Vision:**

*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

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Associate Director  
of Academic Affairs

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Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

This report reviews Toronto Catholic Parent Involvement Committee (CPIC) recommendations regarding the Community Engagement Handbook (T.07).

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

## **B. PURPOSE**

1. At the May 8, 2018 GAP Meeting, Trustees requested that a report reviewing the CPIC recommendations regarding the Community Engagement Handbook (T.07) be brought to the June 5, 2018 Governance And Policy Committee meeting.

## **C. BACKGROUND**

1. The Board of Trustees, referred recommendations related to the Community Engagement Handbook (T.07) arising from Toronto CPIC to the Governance and Policy Committee (GAP) for review and consideration. At the May 8, 2018 GAP meeting, Trustees requested that a report reviewing the CPIC recommendations to determine applicability to the Community Engagement Handbook be brought to the June 5, 2018 GAP Committee meeting.
2. Toronto CPIC recommended for consideration that Board Staff incorporate the recommendations (see Section D) in a new section of the TCDSB Community Engagement Handbook (T.07), in consultation with CPIC and OAPCE (Toronto).

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

Board Communications staff continue to monitor and critically analyse metrics and accountability findings in its Annual Report on Communications and Community Engagement submitted to the Board of Trustees each September.

| RECOMMENDATION  | ANALYSIS   | ACTION/STATUS  |
|---|--|--|
| 1. Surveys requesting parent feedback should allow sufficient time for parent response to permit a CSPC to discuss the issues and to send it out to the school parents. | <ul style="list-style-type: none"> <li>• Scheduling of surveys to allow sufficient time for parent and community feedback is always a primary consideration and distribution is appropriately led by the school principal.</li> <li>• CSPCs generally only hold one meeting per month on average, during different dates of the month across 200 schools, which makes it impossible to restrict surveys to align with local school council meeting dates.</li> </ul> | Board staff has committed to strategically map out consultation dates and timelines in advance if possible to optimize parent engagement initiatives to minimize “consultation fatigue” among parents, staff and stakeholders. |
| 2. Survey deadlines, where there are multiple surveys on different topics, should be staggered with discreet deadlines  | <ul style="list-style-type: none"> <li>• This is already being done, with an emphasis on staggering with firm (rather than discreet) deadlines in order to ensure equity and fairness.</li> </ul>  | Board staff will continue to monitor for metrics and accountability, with findings gathered for the Annual Report to Trustees.   |
| 3. A form of an Executive Summary including a brief Problem Statement, and Requested Action, should be included in any solicitation for parent feedback.                | <ul style="list-style-type: none"> <li>• Details, rationale and requested action for each consultation is provided in the call to action letter/communication from the Director, or Board department.</li> <li>• A “Problem Statement” is not needed as community consultations are conducted to gauge opinion and gather feedback on Ministry or Board initiatives and <b>not</b> generally held to identify or solve a particular problem.</li> </ul>              | No additional action required.   |

## **E. STAFF RECOMMENDATION**

Staff recommends that ongoing monitoring and reporting of metrics and accountability findings related to surveys and other parent engagement best practices continue to be collected and highlighted in the Annual Report on Communications and Community Engagement submitted to the Board of Trustees each September.