



REPORT TO

SPECIAL EDUCATION ADVISORY COMMITTEE

PROGRESS REPORT ON AUDITOR GENERAL OF ONTARIO RECOMMENDATIONS

"I was a father to the **needy**; I took up the case of the stranger."
Job 29:16

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November 4, 2019	November 20, 2019	Click here to enter a date.
D. Koenig, Associate Director of Academic Affairs and Chief Operating Officer		

INFORMATION REPORT

Vision:

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

Mission:

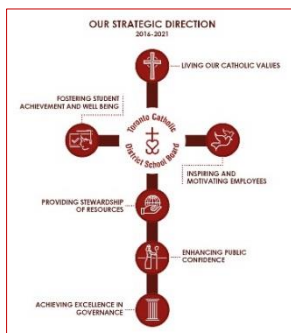
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

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

Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer



A. EXECUTIVE SUMMARY

This report provides an update on the progress made by the TCDSB staff in regards to the Auditor General's report in 2017. The progress on the specific recommendations listed in this report are ones linked to the mandate of the Special Education Advisory Committee (SEAC).

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

1. This report is based on a follow up motion from the February 21, 2018 SEAC meeting after a presentation on the Auditor General of Ontario report, School Boards' Management of Financial and Human Resources.

C. BACKGROUND

1. At the SEAC meeting of February 21, 2018 there was a request by the committee to provide SEAC with a progress report on the Auditor Report – Chapter 3, Section 3.12 – School Boards' Management of Financial and Human Resources. Specifically there were four recommendations listed on page 109 of the February 21, 2018 agenda, that had not yet been acted on namely:
 - An attendance support program for school board employees;
 - A performance management plan for non-academic staff;
 - A centralized database for employee behaviour complaints; and
 - Case management software for centralized tracking of special-education service referrals and backlogs.

D. EVIDENCE/RESEARCH/ANALYSIS

1. **There are a number of initiatives implemented by Board staff that relate to attendance support and the reduction of absenteeism by employees.** The following actions have been implemented by TCDSB staff:

- A restructure of the entire sick leave and disability department and the hiring of a new Senior Coordinator to lead the department. There was an increase of 4 full time specialists hired into this department. These specialized teams are designed to promote alignment and best practices related to sick leave and disability management.
 - TCDSB has hired a consultant from School Board Cooperative Incorporated (SBCI) to help support the implementation of case management procedures that address issues related to medical documentation, return to work timelines and appropriate workplace accommodations for employees. The consultant is also providing direction to staff as to how to address the issue of sporadic absences in order to assist and provide support to the employee.
 - Staff have developed a new SAP accounting software module that creates real time absence data for union and management groups.
 - Employees that are ill for five consecutive days receive an automatically generated medical form to initiate a case file. Staff through Parklane software manage all employee sick leave files.
 - The Board has approved a five-year contract with Morneau Shappell regarding the implementation of an Employee and Family Assistance Program.
 - TCDSB has also hired a full time Chief of Mental Health Strategy and Staff Well-Being. Part of this employee's mandate is to initiate a staff well-being program in order to foster a healthy work environment, promote good health, provide collective support, appropriate interventions and support system change.
 - The Employee Well-Being Steering Committee has been implemented with the mandate to provide input and advice based on relevant data to inform the strategy. The committee will also provide input on policies and procedures related to employee health.
2. **The Board has initiated a performance appraisal process for all management staff of the TCDSB.** A pilot appraisal program was initiated with non-union management staff from February 2019 until August 2019.

Full implementation of the appraisal for non-union management has begun as of September 2019.

3. **There was no recommendation in the Auditor General of Ontario report that identified that boards should create a centralized database for employee behaviour complaints.** The TCDSB, through Human Resources and the Employee Relations Department, does keep track of all cases in which legislation requires a formal reporting process related to employee misconduct.
4. **The Board will be required to purchase and implement an entirely new Student Information System (SIS) within the next two to four years. Included in the requirements of this particular system is the ability for staff to centrally track all special education service referrals.** Staff provided the Board of Trustees an update on the implementation of the new student information system at the October 10, 2019 Corporate Services meeting. This system is responsible for storing and managing all student records for both current and past TCDSB students. Despite the timelines for implementation of this system, staff have restructured the Psychology Department to be more responsive and effective in completing student assessments. The referrals are prioritized based on student need and then assigned to the Psychology team for completion.

E. CONCLUDING STATEMENT

This report is for the consideration of the Special Education Advisory Committee.