



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

APPENDIX B AWARDS, FUNDS AND SCHOLARSHIPS POLICY CONSOLIDATED F.F. 01 REPORT.DOCX

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February 9, 2015	February 17, 2015	Click here to enter a date.
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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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



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A. EXECUTIVE SUMMARY

All policies in the TCDSB policy register are to align with the Board's Meta Policy and the Multi-Year Strategic Plan. Policies have been created for most of the TCDSB awards. Not all awards have policies in the Policy Register. Some have Standard Procedures on file. Awards files are maintained in the Communications Department. There are currently 27 policies on the Policy Register connected to an award or comparable, and that number can increase as new awards are created. The board and our stakeholders are better served by consolidating the register with one over-arching Policy which captures guiding regulations in terms of Award criteria and processes. All awards with their articulated protocols and practices will be captured on the Board website for clarity and transparency. This report recommends consolidating 27 related award policies into one and moving all individual award criteria to the Boards website under the heading "Awards, Scholarships and Bursaries".

B. PURPOSE

This report provides recommendations that are in alignment with the board goal of updating and consolidating the TCDSB Policy register. This consolidation will provide greater clarity and transparency regarding TCDSB Awards. TCDSB stakeholders will be more easily able to find information in relation to awards and scholarships from the board homepage than from the policy register.

C. BACKGROUND/ANALYSIS

1. The policies of the TCDSB Policy Register are being review for alignment to the Meta Policy and the Multi-Year Strategic Plan. There are 27 policies currently on the register related to Awards, Funds, Scholarships or Bursaries, some of which have multiple entries for recipients in different schools. There are an additional 10 Awards that are not captured officially on the Policy register but which are recognized as TCDSB awards.
2. New awards are added from time to time based on developments in communities and some awards must be discontinued when funds are exhausted and/or no longer available to support the granting of the award.

The processes linked to the management and updating of the Policy register are not always nimble enough to keep accurate pace with these developments.

3. Current information pertaining to the awards is not easily accessible by the TCDSB community in a transparent manner, as the information is for the most part found in the policy register, as opposed to easily located from the Board's homepage.
4. Awards are not related to governance; they are procedural in nature, providing background information about the award, the criteria, the application process, the composition of the selection committee and directions to staff for the disposal of remaining funds when a trust fund can no longer sustain the award. As such, they are not ideally located in the policy register.

D. VISION

VISION	PRINCIPLES	GOALS
The TCDSB Policy Register should contain policies related to governance and be aligned to the Meta Policy and the Multi-Year Strategic Plan	Awards should not be created as policies as they are procedural in nature, containing descriptions, criteria and instructions for the selection process. This information should be easily accessible by interested students, parents, staff and the general community.	To update the TCDSB Policy Register and to maintain a comprehensive record of all awards, including trust fund awards, in a common location on the Board's Portal for access by TCDSB stakeholders.

E. ACTION PLAN

1. The Current 27 policies found on the policy register should be moved to the board webpage under "Awards, Scholarships and Bursaries".

(See Appendix A-1)

2. The 10 Awards not found on the Policy register but known to the TCDSB communications department as TCDSB Awards should be moved to the board webpage under “Awards, Scholarships and Bursaries”. (See Appendix A-1)
3. The TCDSB should have one policy which governs how awards, bursaries, funds and scholarships are administered. The policy should outline the information and processes required for an award to be governed in an objective and transparent manner. (See Appendix A)
4. There will remain a related policy on how donations are made to the TCDSB for the purpose of supporting student learning. The policy is currently numbered F.F. 25. If the recommendation to consolidate and rescind individual award policies is accepted, the TCDSB policy on donations will be renumbered to F.F. 02.

F. METRICS AND ACCOUNTABILITY

1. All individuals who have been granted an award within the TCDSB community in any given year will be highlighted in the annual TCDSB Awards night and/or on either the TCDSB webpage or the local school webpage, dependent upon the nature of the award, (i.e., Board or broader level recognition versus a school based recognition).

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Once the policy register has been updated and the criteria and processes for the administration of all Awards, Bursaries and Scholarships has been moved to the board webpage, a broad-based communication should be sent to all stakeholders so they are informed of this change.

H. STAFF RECOMMENDATION

1. That all policies on the TCDSB Policy Register, as found in the Cross References in Appendix A, be rescinded from the Policy Register and moved to the Board webpage under the heading “*Awards, Scholarships and Bursaries*”.
2. That the Board approve the new consolidated Awards, Funds and Scholarships Policy F.F. 01, as found in Appendix A.
3. That the Board approve re-numbering policy F.F. 25 Donations to F.F. 02.

APPENDIX B