

**YORK CATHOLIC DISTRICT SCHOOL BOARD  
AGENDA  
REGULAR BOARD MEETING  
Tuesday, January 29, 2019  
Catholic Education Centre  
7:30 P.M.**

**LAND ACKNOWLEDGEMENT**

*We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us.  
We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it.  
We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.*

**Page**

<b>1. OPENING PRAYER</b>	Senior Administration	
<b>2. ROLL CALL</b>	A. Falconi	
<b>3. APPROVAL OF THE AGENDA</b>	D. Mazzotta	
<b>4. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING</b>		
<b>5. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING</b>		
<b>6. APPROVAL OF THE PREVIOUS MINUTES</b>		
a) Regular Board Meeting of December 18, 2018	D. Mazzotta	
b) Special Board Meeting of January 15, 2019		
<b>7. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING</b>		
<b>8. CHAIR'S REPORT / UPDATE</b>	D. Mazzotta	
<b>9. OCSTA BOARD OF DIRECTOR'S UPDATE</b>	C. Cotton	
<b>10. DIRECTOR'S REPORT / UPDATE</b>	A. Falconi	
<b>11. STUDENT TRUSTEES' REPORT</b>	S. Trozzo / M. Ho	
<b>12. RECOGNITIONS / OUTSIDE PRESENTATIONS:</b>		
a) DELEGATION: Extreme Weather	Ms. C. Stalteri	<b>3</b>
<b>13. PRESENTATIONS OF INPUT RELATED TO AN ITEM ON THE AGENDA</b>		
<b>14. JOURNEY TOWARDS OUR VISION:</b>		
a) Update on the Multi-Year Strategic Plan (MYSP): Planning Our Future Together	F. Bagley	<b>5</b>
<b>15. ACTION ITEM(S) (including Committee Reports):</b>		
a) Approval of Report No. 2019:02 Special Education Advisory Committee (Jan 14)	J. Wigston	<b>6</b>
b) Approval of Report No. 2019:01 Policy Review Committee (Jan 15)	E. Crowe	<b>9</b>
c) Approval of Report No. 2019:01 Integration of Catholic Faith Committee (Jan 28) (TBD)	D. Mazzotta	
d) Approval of Report No. 2019:01 York Catholic Parent Involvement Committee (Jan 28) (TBD)	J. Ecker	
e) Approval of Report No. 2019:03 Committee of the Whole (Jan 29) (Verbal)	M. Marchese	
f) Approval of Appointments to SEAC Committee	J. Wigston	<b>39</b>
<b>16. DISCUSSION ITEM(S):</b>		
a) TRUSTEE MOTION: Extension of French Immersion Transportation at St. John Bosco CES	D. Giuliani	<b>40</b>

**17. INFORMATION ITEM(S):**

- a) Driver Education Program
- b) TRUSTEE MOTION: Air-Conditioning in Portables
- c) School Improvement & Capital Repairs: Board vs School Funding
- d) O.S.S.L.T. Schedule – Wednesday, March 27, 2019
- e) February 2019 Calendar

D. Murgaski	<b>45</b>
E. Crowe	<b>50</b>
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**NOTICES OF MOTION**

- 18.** *(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)*

**19. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION**

**20. ADJOURNMENT**

**NEXT  
REGULAR BOARD MEETING  
Tuesday, February 26, 2019  
7:30 P.M.**

# Public Request to Make a Presentation or Present Petition

Inbox



**Christina Stalteri** <ycdsb.forms@ycdsb.ca>

to me

**Name** Christina Stalteri

**Email Address**

**Home Address**

**Home Telephone**

**Is this request related to a Motion and/or decision of the Board?** No

**Spokesperson 1 Name** Christina Stalteri

**Spokesperson 1 Email Address**

**Spokesperson 1 Address**

**Spokesperson 1 Home Telephone**

**Spokesperson 2 Address** Canada

**Specific Statement of Issue**

Policy 221

**Summary of key presentation points:**

- The YCDSB allows for parental influence through voting at Parent Council meetings over the discretion of a Principal within Policy 221.
- Students well being throughout the winter should not be determined at a parent council meeting and vary from school to school, year to year.
- the policy is flawed in design as it leaves room for the Parent Council to trump a principal's authority and it has become common practice to hold secret ballot voting at Parent Council meetings. Principals are continuously thrown with their backs against the wall on an annual basis and this should not be the case.
- children need to be given outlets to expend extra energy in order to learn effectively. Having a healthy frame of mind within the classroom has various facets. We need policy to be reflective of the necessity for educators to manage DPA requirements and student well being. This policy restricts YCDSB school administration to be bound by the strength of the voices that are on a Parent Council.
- as a parent, I am unable to influence any decision at the school. I am unable to vote to amend any policy. Why this decision is left to parents on Catholic School Council to actually not legally permitted. The ministry of education has advised me that the Catholic School Council is advisory only. We were told that the principal wanted full discretion to -20 because it is nice to have the flexibility to get them a little fresh air even in cold temperatures. Parents (members of Catholic School Council) voted and -17

was majority. We made the decision for her. That decision should not be binding to any principal under the legislation of this province.

**If Applicable, your key recommendations/suggestions to address the problem/issue:**

- Set a policy which is consistent across the board.
- Use reasonable guidelines such as Peel, Halton, Simcoe and Toronto school boards to provide the framework for appropriate outdoor times.
- Researched based support from the Canadian Paediatric society and local health units will assist the board to have reductions in duration of time outdoors up to -27, but not limit the option for a little fresh air prior to that threshold.
- Mental health is a huge concern and providing a solution to help students release stress can only be of benefit to the entire student body at the YCDSB

**Please specify technology requirements (ie., Computer, CD player, etc.):**

None. If anything technology has hindered children when it comes to spending time outdoors due to the constant access to temperature and wind chill readings. The malfunctioning mercury thermometer my principal probably used in the 80s didn't measure the wind. We went outside all the time, suffered the cold and yet somehow managed to survive with all our fingers and toes intact. Modern day parents have taken a lot of fun out of being a kid. I say let them at least have their recess!

**Form prepared by:** Christina Stalteri

**Date** Nov 22, 2018



Reply Forward

## York Catholic District School Board

# REPORT

**Report To:** Board of Trustees  
**From:** Administration  
**Date:** January 29, 2019  
**Report:** Update on the Multi-Year Strategic Plan (MYSP): Planning Our Future Together

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### **Executive Summary**

This report is intended to provide the Board of Trustees with an update related to the development of the Board's second phase of the Multi-Year Strategic Plan.

### **Background Information**

The Request for Proposal (RFP) for Online Public Consultation Software & Related Services was released on November 26, 2018 after consultation regarding the RFP Scope of Work with the Director, Associate Director and Chief Information Officer.

The following summarizes the steps in the process to date:

- The term of the RFP is one year fixed term plus 2 optional extension years
- The RFP closed on December 17, 2018
- Four (4) compliant (met all mandatory requirements) Proposals were received
- Technical submission evaluation was conducted on January 9, 2019, resulting in the short-listing of 3 Proponents to be invited to conduct Product Demonstrations
- Product Demonstrations were held with the 3 invited Proponents on January 21, 2019
- The highest scoring Proposal, based on the sum of technical, pricing and product demonstration components is Thoughtexchange
- The contract with Thoughtexchange was executed on January 22, 2019 with a contract term start date of January 23, 2019

### **Next Steps:**

The Director and Associate Director will be meeting with Thoughtexchange during the week of January 28<sup>th</sup> to discuss the community consultation engagement process in detail. It will be at this time that timelines for the completion of the community consultation process with the preparation of a concluding report authored by Thoughtexchange will be shared with the Director and Associate Director. From that point the Multi-Year Strategic Plan will be drafted for presentation to the Board. The draft Multi-Year Strategic Plan will incorporate feedback and input already received from Senior Administration (August/September 2018) and the Board of Trustees (January 2019).

### **Summary**

York Catholic is currently in developing the Board's second phase of the Multi-Year Strategic Plan. All stakeholders in the YCDSB community will be invited to participate in the community consultation: parents/guardians, students, teachers, school administrators, school support staff, CEC staff, senior management, trustees, clergy, alumni and other partners.

The presentation to the Board of the Draft Multi-Year Strategic Plan is targeted for June 2019.

# YORK CATHOLIC DISTRICT SCHOOL BOARD

## SPECIAL EDUCATION ADVISORY COMMITTEE REPORT NO. 2019:02

**To: Regular Board Meeting**

**January 29, 2019**

A meeting of the Special Education Advisory Committee was held on **January 14, 2019** at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1 at 7:00 p.m.

**PRESENT:**

Committee Members: H. Adams, C. Amenta, K. Bryden, S. Gatti, D. Legris, J. Man,  
F. Tyndall, N. Welch, J. Wigston

Association Representatives: D. Flynn, A. Misa

Administration: A. Cabraja, M. Fedrigoni, J. Fragnelli, L. Lausic, O. Oloyo

Regrets: F. DiMarco, E. Morgillo, S. Suppa, D. Giuliani, M. Iafrate, M. Ho,  
J. Richards, S. Trozzo

Recording: C. Brinias

Guests: **Additional Qualifications Course Special Education for Administrators:**  
H. Bhersafi, G. Dharmai, J. Dixon, M. Fasano, T. Garreffa, P. Lawson-Cameron,  
H. MacDonald, F. Nardi, A. Taylor Bennett  
**AQ Instructors:** H. Reaume, E. Walters

1. **ACTION ITEM(S):**
  - **2019 Terms of Reference**
2. **CORRESPONDENCE**
3. **PRESENTATIONS/DISCUSSIONS/INFORMATION:**
  - 2018 EQAO and OSSLT Results
  - SEAC Goals
4. **BUSINESS ARISING**
5. **ASSOCIATION REPORTS**
  - Learning Disability Association
6. **ITEMS FOR FUTURE AGENDA**
  - Learning Disability Survey
7. **NEXT MEETING:** February 11, 2019 at the Catholic Education Center,  
320 Bloomington Road West, Aurora, Ontario L4G 0M1

K. BRYDEN, CHAIR, SEAC

# **YORK CATHOLIC DISTRICT SCHOOL BOARD**

## **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) (STATUTORY COMMITTEE OF THE BOARD)**

### **TERMS OF REFERENCE**

**January 14, 2019**

The SEAC Committee will support the York Catholic District School Board's Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these terms of reference.

#### **1. Purpose/Mandate:**

- 1.1 To make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board;
- 1.2 To participate and advise the Board in its annual review of its special education plan and make recommendations as necessary;
- 1.3 To participate and advise the Board in its annual budget process as it relates to special education; and make recommendations as necessary;
- 1.4 To review the financial statements of the Board as they relate to special education.

#### **2. Expected Outcome of the Committee's Work:**

- 2.1 Provide minutes to members of the meeting outlining SEAC motions, action items and Board responses;
- 2.2 Provide committee reports to the Board monthly

#### **3. Committee Membership:**

- 3.1 The SEAC Committee will be comprised of the following:
  - a) One representative from each of the local associations, not to exceed twelve, that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board, who must be:
    - a Canadian citizen;
    - of full age of eighteen years;
    - a resident within the area of jurisdiction of the Board;
    - a separate school elector; and
    - not employed by the Board in which the member resides.
  - b) One alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
  - c) Trustees are appointed by the Board (2 regular members, 1 alternate) and the Board may appoint one or more additional members who are neither representative of a local association nor members of the Board or another committee of the Board.

#### **4. Resource Personnel:**

- 4.1 Superintendent of Education: Exceptional Learners
- 4.2 Coordinator, Special Programs (Elementary)
- 4.3 Coordinator, Special Programs (Secondary)
- 4.4 Coordinator, ASD
- 4.5 Administrative Officer, Student Services

#### **5. Association Representatives:**

- 5.1 Superintendent of Education: School Leadership
- 5.2 Elementary Principal's Association
- 5.3 Secondary Principal's Association
- 5.4 CUPE Local 2331
- 5.5 OECTA

#### **6. Trustee Membership:**

- 6.1 **Two regular trustee members**
  - D. Giuliani
  - J. Wigston
- 6.2 One alternate trustee member
  - M. Iafrate

#### **7. Meeting Schedule and Time:**

- 7.1 The SEAC Committee will meet at least 10 times / year in each school year (generally monthly from September to June).
- 7.2 Dates and times of SEAC meetings are publicized by the school Board on the Board website
- 7.3 The SEAC meetings are conducted under the same procedures as the Board, which appoints them. All members should have access to and become familiar with the Board's by-laws and rule of procedure for Board committees.
- 7.4 A majority of the members of the SEAC is a quorum (50% plus 1)

#### **8. SEAC Rules and Regulations**

- 8.1 See SEAC Handbook



York Catholic District School Board

**REPORT NO. 2019:01 of the  
POLICY REVIEW COMMITTEE**

**To: Regular Board Meeting**

**January 29, 2019**

A regular session of the Policy Review Committee was held at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario on Tuesday, January 15, 2019.

**PRESENT:**

Committee Members Present: R. Cantisano, C. Cotton, E. Crowe, J. Ecker, M. Iafrate, D. Mazzotta, J. Wigston

Absent with Notice: D. Giuliani, M. Marchese, T. McNicol  
Administration: F. Bagley, D. Clapham, A. Yeung

Recording: J. Di Bratto  
Presiding: E. Crowe

**ACTION ITEMS:**

1. Election of Officers for 2018-2019:  
M. Marchese - Chair  
E. Crowe - Vice Chair
2. Terms of Reference of the Policy Review Committee, reviewed and approved.
3. **THAT** the Board approve the following revised policy:  
Policy 102 Respecting Sacred Time: Ash Wednesday, Holy Week and Easter Monday
4. **THAT** the Board approve the following revised policy:  
Policy 104 Participation in Meetings Using Electronic Means
5. **THAT** the Board approve the following revised policy:  
Policy 114 Trustee Honorarium
6. **THAT** the Board approve the following revised policy:  
Policy 204 Child Protection and Abuse
7. **THAT** the Board approve the following revised policy:  
Policy 307 Opening Exercises
8. **THAT** the Board approve the following revised policy:  
Policy 318 Personally Owned Electronic Devices (PEDS)

**INFORMATION/DISCUSSION ITEMS:**

YCDSB By-Law No. 1 Operational By-Law  
Policy 113 Intellectual Property  
Policy 311 Student Acceptable Use of Information Technology  
Policy 317 Electronic Communications & Social Media  
Policy 408 Employee Acceptable Use of Information Technology

**FUTURE ITEMS:**

Policy 112	Privacy and Personal Information Management
Policy 205	Student Government
Policy 209	Supporting Students with Prevalent Medical Conditions: Anaphylaxis
Policy 211	First Nation, Métis and Inuit Self-Identification
Policy 219B	Student Dress and School Uniform – Secondary
Policy 301	Catholic Family Life Program
Policy 308	Textbooks
Policy 312A	Pupil Texts, School Supplies & Supplementary Students Fees – Elem.
Policy 312B	Pupil Texts, School Supplies & Supplementary Students Fees – Sec.
Policy 314	Retreats
Policy 319	Supplementary Learning Resources
Policy 405B	Appointments to Academic Positions of Added Responsibility
Policy 406	Performance Appraisal of Academic Staff
Policy 410	Principal & Vice Principal Performance Appraisal
Policy 414	Employee Dress Code NEW
Policy 609	Accessibility Standards for Information & Communication
Policy 612	Tutoring for Fee Services
Policy 702	Solemn Blessing and Official Opening of New Schools and Additions
Policy 706	Alternative Accommodation Arrangements
Policy 708	Outdoor Activity Equipment
Policy 709	Naming of Schools
Policy 710	Environmental Education: Our Sacred Earth
Policy 809	Staff Use of External Legal Resources
Policy 810	School Sites – Operating Budget Surpluses
Policy 811	Investment of Board Funds

**Future meeting dates for Policy Review Committee**

April 9, 2019, 6:30 p.m.

Adjournment – 8:15 p.m.

E. Crowe, Committee Vice-Chair

**YORK CATHOLIC DISTRICT SCHOOL BOARD**  
**POLICY REVIEW COMMITTEE**  
**(STANDING COMMITTEE OF THE BOARD)**

**TERMS OF REFERENCE**  
**(2018-2019)**

The Policy Review Committee will support the York Catholic District School Board's Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these terms of reference.

**1. Purpose/Mandate:**

- 1.1 To serve as a liaison between the Board and administration on policy matters;
- 1.2 To provide input and direction on Board policy;
- 1.3 To review draft policy;
- 1.4 To ensure that appropriate stakeholder input is sought during policy formation;
- 1.5 To review and update existing policies; and,
- 1.6 To bring recommendations for policy approval, development or termination to the Board.

**2. Expected Outcome of the Committee's Work:**

- 2.1 To ensure that the Board is governed by effective, concise and relevant policies.

**3. Committee Membership:**

- 3.1 The Policy Review Committee will be comprised of 7 Trustees.

**4. Resource Personnel:**

- 4.1 Director of Education
- 4.2 Associate Director, Strategic Leadership
- 4.3 Chief Financial Officer, Treasurer of the Board
- 4.4 Administrative Assistant, Director's Office

**5. Meeting Schedule and Time:**

- 5.1 The Policy Review Committee will meet at least 3-4 times/year or as needed.

<p style="text-align:center">Trustee Membership: Chair – M. Marchese Vice Chair – E. Crowe R. Cantisano, C. Cotton, J. Ecker, D. Mazzotta, J. Wigston Last Revision/Approval Date (January 15, 2019)</p>
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## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance</b>	<i>Policy Number</i> <b>102</b>
<i>Former Policy #</i> <b>605</b>	<i>Page</i> <b>1 of 3</b>
<i>Original Approved Date</i> <b>April 1982</b>	<i>Subsequent Approval Dates</i> <b>March 25<sup>th</sup>, 2008 January 28, 2014</b>

**POLICY TITLE: RESPECTING SACRED TIME:  
ASH WEDNESDAY, HOLY WEEK AND EASTER MONDAY**

### 1. PURPOSE

In anticipation of the joy of Easter, Catholic Education proclaims a view of community that is Church centred and gives thanks for God's goodness as revealed through Christ's Life, Death, and Resurrection (The Paschal Mystery). Hence, the York Catholic District School Board honours the religious significance of Ash Wednesday, the days and evenings of Holy Week and Easter Monday.

### 2. POLICY STATEMENT

The York Catholic District School Board is committed to developing school communities formed by Catholic beliefs and traditions that enable all members of our learning community to engage in their personal faith journey. In keeping with this commitment, NO meetings or school events of any kind shall occur during the evenings of Ash Wednesday, Holy Week and Easter Monday. The Board will ensure that Winter Break does not coincide with the days of Holy Week.

### 3. PARAMETERS

- 3.1 There shall be no meetings on Board premises, including Catholic School Council meetings, scheduled events or tournaments during the evenings, **that being 6:00 pm or later**, of Ash Wednesday and Holy Week so that Parent(s)/Guardian(s), students, school personnel and other community members are free to attend religious celebrations and obligations.
- 3.2 In determining the annual school year calendar, the Board shall maintain Monday to Thursday of Holy Week as instructional days, so that Holy Week and the Winter Break shall not be merged.

- 3.3 There shall be no overnight excursions or trips during Holy Week unless explicit approval has been received from the Director of Education. (For example, a religious trip or pilgrimage that starts or ends during Holy Week may be granted an exemption.)

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To determine and approve the annual school calendar to ensure that Holy Week and Winter Break shall not be merged.

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance of the Respecting Sacred Time: Ash Wednesday, Holy Week and Easter Monday policy.
- 4.2.2 To ensure that annually, the entire York Catholic Learning Community is made aware of this policy.

##### **4.3 Senior Administration/Principals**

- 4.3.1 To ensure that school communities/departments are aware of the policy and respect the policy by avoiding evening activities on the designated days of Ash Wednesday, Holy Week and Easter Monday.

#### **5. DEFINITIONS**

##### **5.1 Ash Wednesday**

Ash Wednesday occurs forty (40) days prior to Easter and marks the beginning of the liturgical season of Lent, a period of fasting and abstinence. Ash Wednesday can fall as early as February 4 and as late as March 10.

Ash Wednesday derives its name from the practice of placing ashes on the foreheads of adherents as a celebration and [reminder of human mortality](#), and as a sign of mourning and [repentance](#) to [God](#). The ashes used are typically gathered from the burning of the palms from the previous year's [Palm Sunday](#).

##### **5.2 Easter Monday**

Easter Monday is reserved for a day of celebration and reflection post the solemn observance and celebration of the Triduum (the three-days of observance from the evening of Maundy Thursday to the evening of Easter Sunday).

##### **5.3 Holy Week**

Holy Week is the week preceding [Easter](#) and the final week of [Lent](#). It begins with [Palm Sunday](#) and ends with [Holy Saturday](#), the day before Easter Sunday. Holy Week includes [Holy Thursday](#) (also known as [Maundy Thursday](#)) and [Good Friday](#), which, together with Holy Saturday, are known as the [Triduum](#).

Holy Week marks the Church's annual celebration of the events of Christ's Passion, Death, and Resurrection.

##### **5.4 Senior Administration**

For the purpose of this policy Senior Administration will include all school and centrally assigned Administrators or Designates, Superintendents of Education, Senior Managers

or any other Supervisor who have direct supervisory responsibilities for a group of employees.

## 6. CROSS REFERENCES

YCDSB Policy 606 [Catholic School Councils](#)

*The Catholic Liturgical Calendar*, Liturgical Press: Resources for a Worshipping World

Approval by Board	<b>March 25<sup>th</sup>, 2008</b> <i>Date</i>
Effective Date	<b>March 26<sup>th</sup>, 2008</b> <i>Date</i>
Revision Date	<b>January 28, 2014</b> <i>Date</i>
Review Date	<b>January 2019</b> <i>Date</i>



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance</b>	<i>Policy Number</i> <b>104</b>
<i>Former Policy #</i> <b>814</b>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i> <b>July 2<sup>nd</sup>, 2003</b>	<i>Subsequent Approval Dates</i> <b>March 25<sup>th</sup>, 2008 February 25, 2014</b>

**POLICY TITLE: PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS**

### SECTION A

#### 1. PURPOSE

On occasion a Trustee, including a Student Trustee, may be unable to be physically present for a meeting of the Board, and/or a Committee of the Board including a meeting of the Committee of the Whole Board. In order to enable participation and ensure quorum, a Trustee may participate in a meeting using electronic means. This policy is intended to clarify the guidelines under which this may occur.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to permit the use of electronic means for the holding of meetings of the Board and Committees of the Board (including the Committee of the Whole Board), subject to all of the requirements of law and the regulations hereunder.

#### 3. PARAMETERS

- 3.1 Trustees, including Student Trustees, shall inform the ~~Secretary to the Director—Trustee Services~~, **Administrator to the Director of Education & Trustee Services**, in a timely manner, **but no less than one hour before commencement**, that they are requesting to participate in a meeting of the Board **or a Committee of the Board**, including a meeting of the Committee of the Whole Board through electronic means.
- 3.2 A Trustee, including a Student Trustee, who participates in a meeting through electronic means, in accordance with this policy, shall be deemed to be present at the meeting.

## 4. RESPONSIBILITIES

### 4.1 Trustees, including Student Trustees

4.1.1 To inform the ~~Secretary to the Director – Trustee Services~~ **Administrator to the Director of Education & Trustee Services**, of the need to participate in a meeting through electronic means in sufficient time to provide necessary equipment.

### 4.2 Director of Education

4.2.1 To oversee compliance of the Participation in Meetings Using Electronic Means policy.

### 4.3 ~~Secretary to the Director – Trustee Services~~ **Administrator to the Director of Education & Trustee Services**

4.3.1 To provide, when notified, the necessary equipment to enable Trustees, including Student Trustees to participate in a meeting through electronic means.

## 5. DEFINITIONS

### 5.1 Electronic Means

The use of electronic devices to enable participation of committee members in meetings of the Board.

### 5.2 Quorum

The presence of a majority of all of the members constituting a board and/or committee is necessary to form a quorum. A Student Trustee will not count towards quorum at Board meetings.

### 5.3 Student Trustee

A secondary student or students elected to officially represent the interests of pupils allowing the student perspective to be heard through their participation at Board meetings.

### 5.4 Trustee

An individual officially elected through the Municipal elections process to represent York Catholic District School Board.

## 6. CROSS REFERENCES

YCDSB Policy 107 [Student Trustees](#)

~~YCDSB By-Law No. 1:~~ [Operational By-Law](#)

[Education Act](#)

[Municipal Conflict of Interest Act](#)

[Municipal Elections Act](#)

[Ontario Regulation 463/97 Electronic Meetings](#)



Approval by Board	<u>March 25<sup>th</sup>, 2008</u> <i>Date</i>
Effective Date	<u>March 26<sup>th</sup>, 2008</u> <i>Date</i>
Revision Date	<u>February 24, 2014</u> <i>Date</i>
Review Date	<u>February 2019</u> <i>Date</i>

DRAFT

## POLICY TITLE: PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

### SECTION B

#### GUIDELINES:

1. At the request of any Trustee, including Student Trustee, the Board shall provide the electronic means to facilitate participation in meetings of the Board or of a Committee of the Board, including a Committee of the Whole Board; provided that such means shall not be provided to a Trustee:
  - 1.1 If it breaches the requirement of Section 229 of the Education Act (which requires the Trustee to be physically present in the meeting room for at least three regular meetings of the Board in each twelve (12) month period beginning December 1<sup>st</sup>); and
  - 1.2 In the event that the provisions of either Section 3 or Section 4 hereof, as the case may be cannot be observed.
2. The electronic means provided for in Section 1 shall permit each person participating in the meetings to hear and be heard by all other participants.
3. At all meetings of the Board and of the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal presence in the meeting room at the Catholic Education Centre shall be required of:
  - 3.1 The Chair or Vice Chair of the Board (as determined in accordance with the Board By-laws);
  - 3.2 Not less than one other Trustee, other than the Student Trustee; and,
  - 3.3 The Director of Education or his/her designate.
4. At all meetings of Committees of the Board other than the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal presence in the meeting room at the Catholic Education Centre shall be required of:
  - 4.1 The Chair or Vice Chair of the meeting (as determined in accordance with the Board By-laws); and,
  - 4.2 The Director of Education or his/her designate.
5. The Chair of the Board or of a Committee of the Board or designate may participate in a meeting of the Board or of a Committee of the Board by electronic means if:
  - 5.1 Weather conditions do not allow the Chair or Designate to travel to the meeting location safely; or,
  - 5.2 The Chair or Designate cannot be physically present at a meeting due to health-related issues. [*Ontario Regulation 293/18, s. 3 (1)*].
6. Except those Committee meetings from which the public has been excluded, the meeting room of the Board or of a Committee of the Board, shall be open to permit physical attendance by members of the public, regardless of whether one or more Trustees (including the Student Trustee) participate at such meetings electronically.
7. At all meetings of Committees of the Board including the Committee of the Whole Board from which the public is excluded, the Chair of the meeting shall ensure that members of the public shall not be permitted to participate.

8. At all meetings at which a Trustee, including Student Trustee participates by electronic means, it is the responsibility of the Trustee to comply with the requirements of the *Municipal Conflict of Interest Act*, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as it is necessary in order to so comply.

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## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance/Board</b>	<i>Policy Number</i> <b>114</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 2</b>
<i>Original Approved Date</i> <b>October 12, 2010</b>	<i>Subsequent Approval Dates</i> <b>February 25, 2014</b>

**POLICY TITLE: TRUSTEE HONORARIUM**

### SECTION A

#### 1. PURPOSE

The *Education Act* and related Regulation(s) permit a board to pay each of its members an honorarium. The purpose of this policy is to identify the governing regulation for honoraria paid to trustees of the York Catholic District School Board and the process by which the amounts are determined.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to pay an honorarium to trustees in accordance with the provisions of the Education Act and associated Regulation(s).

#### 3. PARAMETERS

- 3.1 *Ontario Regulation 357/06 – Honoraria for Board Members* will provide direction when determining trustee honorarium for trustees, other than student trustees. *Ontario Regulation 7/07 – Student Trustees* will provide direction when determining student trustee honorarium
- 3.2 The honorarium policy will be established on or before October 15 of the calendar year in which the term of office begins.
- 3.3 The annual honorarium for trustees, other than a student trustee, for the Term, shall be comprised of:
  - a) Base amounts; and
  - b) Enrolment amounts; ~~and~~
  - ~~c) Attendance amounts.~~

The Attendance Amount and the Distance Amount will not apply.
- 3.3.1 The honorarium amounts for the Chair, the Vice-Chair and other Trustees will be calculated annually based on the components identified and as permitted by Regulation 357/06.

- 3.4 The honorarium amounts prescribed above may be modified subject to Ministry Acts and Regulations.
- 3.5 Student trustees shall receive an honorarium in accordance with Ontario Regulation 7/07.

#### 4. RESPONSIBILITIES

##### 4.1 Ministry of Education

- 4.1.1 To make regulations with respect to honoraria paid to trustees.

##### 4.2 Board of Trustees

- 4.2.1 To comply with expectations of the *Education Act* and related Regulation(s) with respect to the **Trustee Honorarium policy**.

##### 4.3 Chief Financial Officer & Treasurer of the Board

- 4.3.1** To prepare and present for approval a report to Board for the Trustee ~~annual honorarium policy for Trustees~~ prior to October 15<sup>th</sup> of the calendar year in which the term of office begins.

#### 5. CROSS REFERENCES

YCDSB Policy 111 [Trustee Services and Expenditures](#)  
[YCDSB By-Law No.1 Operational By-Law](#)

[Education Act](#) s. 191  
[Regulation 7/07, Student Trustees](#)  
[Regulation 357/06, Honoraria for Board Members](#)

Approval by Board

October 12, 2010

Date

Effective Date

Date

Revision Dates

February 25, 2014

Date

Review Date

February 2019

Date



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>204</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 7</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>February 1993</b>	<b>November 2002 May 27, 2014 April 24, 2018</b>

### POLICY TITLE: CHILD PROTECTION AND ABUSE

#### SECTION A

##### 1. PURPOSE

The York Catholic District School Board recognizes the sanctity and dignity of human life and the requirement for Trustees and employees to comply with Section 72 of the *Child, Youth and Family Services Act, 2017* and amendments to this Act. This Act has addressed itself in strong terms to society's obligations in the protection of children.

##### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to support fully the goals of child protection and abuse legislation outlined within the *Child, Youth and Family Services Act*. To affect such support, the Board mandates all persons who work and/or have direct contact with students to fulfill their moral and legal obligations, ensuring familiarization of the legislation and reporting procedures, in order to assist Child Protection Agencies (Catholic Children's Aid Society, Children's Aid Society and the Jewish Family and Child Services), hereby referred to as "Children's Aid Society (CAS)".

##### 3. PARAMETERS

- 3.1 All Board Employees, students on placement, Volunteers, Third Party Providers and/or any other person in a position of trust or authority who have reasonable grounds to suspect that a child is or may be in need of protection, shall **immediately** report the suspicion and the information on which it is based to a Children's Aid Society. **The duty to make a report overrides the provisions of any other provincial statute, including those legislative provisions that would otherwise prohibit the individual from disclosing confidential or privileged information.**
- 3.2 **Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children has reasonable grounds to suspect one of the following, the person shall immediately report the suspicion and the information on which it is based to a society if:**

- 3.2.1 The child has suffered physical harm inflicted by the person having charge of the child or caused by or resulting from that person's:
- i) failure to adequately care for, provide for, supervise or protect the child; or,
  - ii) pattern of neglect in caring for, providing for, supervising or protecting the child.
- 3.2.2 There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's;
- i) failure to adequately care for, provide for, supervise or protect the child; or,
  - ii) pattern of neglect in caring for, providing for, supervising or protecting the child.
- 3.2.3 The child has been sexually abused or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child.
- 3.2.4 There is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph 3.2.3.
- 3.2.5 The child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
- 3.2.6 The child has suffered emotional harm, demonstrated by serious:
- i) anxiety;
  - ii) depression;
  - iii) withdrawal;
  - iv) self-destructive or aggressive behaviour; or,
  - v) delayed development
- and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 3.2.7 The child has suffered emotional harm of the kind described in 3.2.6 and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to treatment to remedy or alleviate the harm.
- 3.2.8 There is a risk that the child is likely to suffer emotional harm of the kind described in 3.2.6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 3.2.9 There is a risk that the child is likely to suffer emotional harm of the kind described in 3.2.6 and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to treatment to prevent the harm.
- 3.2.10 The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the

- treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to treatment to remedy or alleviate the condition.
- 3.2.11 The child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
- 3.2.12 The child is younger than 12 years of age and has killed or seriously injured another person or caused serious damage to another person's property, and services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to treatment.
- 3.2.13 The child is younger than 12 years of age and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.
- 3.3 The individual **shall** make the report **directly** to the Children's Aid Society, in respect of a child up to the age of their 18<sup>th</sup> birthday, and shall not rely on any other person to report on his or her behalf.
- 3.4 The **duty to report** is an **ongoing obligation**. If an individual has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that individual shall **immediately** make a further report to a Children's Aid Society. Further, the individual who has the reasonable grounds to suspect that a child is or may be in need of protection shall not rely on anyone else to report on his or her behalf.
- 3.5 All Board Employees, students on placement, Volunteers, Third Party Providers and/or any other person in a position of trust or authority, who have made a report to the Society shall immediately complete the **Confirmation of Report** form and **scan/email** to the personal attention of the Director of Education with a copy to the attention of the Children's Aid Society.
- 3.6 No action for making a report to the Children's Aid Society shall be instituted against a person who makes a report unless the person acts maliciously or without reasonable grounds for the suspicion.
- 3.7 In making a report, with or without the concurrence of the Principal or any other personnel, the individual making the report shall not be criticized or be subject to any form of reprimand by the Board.
- 3.8 In cases where the individual is unsure as to what warrants a report of suspected abuse under the law and/or may be hesitant to assume responsibility of reporting, the individual shall contact the Children's Aid Society **immediately** for consultation. The individual who has consulted with the Society shall immediately complete the **Confirmation of Report** form and **scan/email** to the personal attention of the Director of Education with a copy to the attention of the Children's Aid Society.



- 3.9 In cases where the alleged perpetrator is a colleague in the workplace or an employee of the Board, this person shall not be interviewed or communicated with by others aside from the “**Team**” (Children’s Aid Society representative or Police Officer).
- 3.10 In the case of indirect disclosure(s) the individual shall, without verifying the information with the victim prior to a consultation with CAS, contact the Children’s Aid Society.
- 3.11 The responsibility of investigation shall lie solely with the Children’s Aid Society or Police as per the *Child Protection Protocol of York Region*.
- 3.12 The decision to notify parents/guardians/caregivers if Children’s Aid Society or Police are involved shall lie with the Children’s Aid Society or Police, **not** the Principal or Designate.
- 3.13 Every person is guilty of an offence as defined in *Section 72 of the Child, Youth and Family Services Act, c C11*, if a suspicion of abuse and the information on which it was based is not reported.

#### **4 RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To comply with Section 72 of the *Child, Youth and Family Services Act, c. C11* and amendments to this Act in the protection of children.

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance of the Child Protection and Abuse Policy and Independent Procedures.

##### **4.3 Superintendents of Education**

- 4.3.1 To support the implementation of the Child Protection and Abuse Policy and Independent Procedures.

##### **4.4 Human Resources**

- 4.4.1 To provide Employees with the appropriate training for the implementation of this policy.

##### **4.5 Principals**

- 4.5.1 To provide, on an annual basis, a review of this policy to school staff, students on placements, volunteers, and any other individual who has direct contact with students in the school to ensure familiarization of the policy, independent procedures, legislation and reporting procedures on an annual basis.
- 4.5.2 To advise school personnel against conducting any investigations pertaining to any suspicions or any disclosures.
- 4.5.3 To notify the Manager of Student Transportation Services of any behaviour which affects the safety and/or well-being of a student in accordance with this policy and procedures.
- 4.5.4 To grant permission for the interviewing of a student(s) on school premises when a child protection concern is reported under the *Child, Youth and Family Services Act, Section 72*, if requested by the Children’s Aid Society, and to provide an appropriate location where the interview can be conducted. Specialized resources and/or information may be required to assist in the

investigative interview of a child with special needs in order to facilitate accurate communication. This information will be provided to the Team at the time of the report.

- 4.5.5 To determine, in consultation with the Team, and in acting in the best interest of the child whether to have a support person for the child present during the interview.
- 4.5.6 To ensure Children's Aid Society personnel and/or the York Regional Police Officer understand that it is their duty to inform the caregiver(s) as soon as possible if the child will be detained beyond the usual arrival time to his/her home.
- 4.5.7 In the event the caregiver(s) contacts or attends the school regarding the whereabouts of the child, the Principal or Designate will direct them to the attending Children's Aid Society personnel or Police Officer.
- 4.5.8 Should the caregiver(s) insist on removing the child from the school prior to the arrival of the Team, the Principal shall release the child to the caregiver(s) and immediately advise the Team.
- 4.5.9 To provide support and/or guidance to individuals who make a report if requested.

#### **4.6 Employees**

- 4.6.1 To participate in training sessions provided by Human Resources.
- 4.6.2 To familiarize themselves with the legislation governing this policy and to follow appropriate reporting procedures as outlined within the policy and procedures.

### **5. DEFINITIONS**

#### **5.1 Caregiver**

For the purpose of this policy, a caregiver is someone who is in a permanent or temporary caregiving role including but not limited to, the mother, father, live-in partner, caregiver exercising access contact, adult with a custody and control order for the child, foster parent, school volunteer, third party providers, child care staff, babysitter, recreational group leader, school bus driver, taxi driver, a family member providing temporary substitute care, or a partner of the caregiver with no legal relationship to the child.

#### **5.2 Child or Society/Crown Wards**

A person up to the age of their 18<sup>th</sup> birthday.

#### **5.3 Child Abuse**

A child who has been or is at risk of being physically harmed, neglected, sexually harmed or emotionally abused by a person in a position of trust or authority.

#### **5.4 Child, Youth and Family Services Act (CFSA)**

Legislation in the Province of Ontario that outlines the roles and responsibilities of a child protection worker, and that governs child protection functions including defining a child in need of protection.

#### **5.5 Child Protection Needs**

Situations where there is a risk that the child will suffer physical, sexual or emotional harm or neglect inflicted by a caregiver.

## **5.6 Designate**

For the purpose of this policy, a designate is a School Superintendent, Vice Principal or Teacher in Charge.

## **5.7 Duty to Report under the *Child, Youth and Family Services Act (CFSA)***

If a person has reasonable grounds to suspect that a child is or may be in need of protection, the person must promptly report the suspicion and the information upon which it is based to a Children's Aid Society.

The duty to report is an ongoing obligation.

If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to a Children's Aid Society.

Further, the person who has the reasonable grounds to suspect that a child is or may be in need of protection shall not rely on anyone else to report on his or her behalf.

Persons who perform professional or official duties with respect to children include, but are not limited to: health care professionals, teachers, school principals, social workers, priests, rabbis and other members of the clergy, operator or employee of a day nursery, youth and recreation worker, peace officers, coroners, solicitors, and service providers and their employees.

If a person who has professional or official duties in their work with children does not report a suspicion of child abuse, then this person can be charged and fined up to ~~\$5,000~~ ~~1,000~~.

## **5.8 Employee**

For the purpose of this policy, an employee is any individual hired by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis, including, but not limited to, Centrally Assigned Staff, School personnel, and/or contracted Staff.

## **5.9 Position of Trust or Authority**

A person in a position of trust is a person who is in a particular position with respect to the child which imposes on him/her a duty of care in relation to the child.

A person in a position of authority with respect to a child means that the person exercises the power of authority (i.e., the power or right to enforce obedience) over the child.

## **5.10 Support Person**

Any person from whom the child wishes assistance during any process related to an investigation.

## **5.11 Team**

Refers to those professionals from the Children's Aid Society and/or Police actively engaged in the investigation of the alleged child protection / assault issue.

## **5.12 Third Party Provider**

For the purpose of this policy, a Third Party Provider refers to external private or publicly funded professionals/paraprofessionals whose services are provided to assist a student, in collaboration with school personnel, to acquire the knowledge

and skills necessary to thrive in the school setting and do so in accordance with the *Education Act*, applicable Board Policies and Protocols.

**6. CROSS REFERENCES**

[YCDSB Third Party Protocol for External Partnerships](#)

[YCDSB Procedure: Ours to Protect – Child Protection and Abuse Reporting Procedures, an addendum to Policy 204 Child Protection and Abuse](#)

[Child, Youth and Family Services Act, 2017, S.O. 2017 c.14](#)  
[Child Protection Protocol for York Region: Guidelines and Procedures for a Coordinated Response, revised January 2010](#)

[Ministry of Education](#)

Policy / Program Memorandum No. 9: [Reporting of Children in Need of Protection](#)

Approval by Board	<u>April 24, 2018</u> Date
Effective Date	<u>April 25, 2018</u> Date
Revision Date(s)	<u>April 24, 2018</u> Date
Review Date	<u>April 2023</u> Date



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Program/Curriculum</b>	<i>Policy Number</i> <b>307</b>
<i>Former Policy #</i> <b>612</b>	<i>Page</i> <b>1 of 2</b>
<i>Original Approved Date</i> <b>October 23, 2001</b>	<i>Subsequent Approval Dates</i> <b>November 18, 2008 January 28, 2014</b>

**POLICY TITLE: OPENING EXERCISES**

### SECTION A

#### 1. PURPOSE

Catholic Education proclaims a view of life that is God centered, a view of person that is Christ centered and a view of community that is Church centered. In keeping with these belief statements, the York Catholic District School Board endorses prayer, scripture reading and relevant reflection(s) that focus on the richness, understanding, and appreciation of our Catholic Faith in Opening Exercises for the school day. The Board also endorses the importance of good citizenship and commitment to our country, Canada, through the singing of our National Anthem. The purpose of this policy is to provide direction to schools for all Opening Exercises.

#### 2. POLICY STATEMENT

In keeping with the York Catholic District School Board's commitment to develop school communities formed by Catholic beliefs and traditions, and to demonstrate respect for our country, it is the policy of the Board that each school shall conduct Opening Exercises on a daily basis.

#### 3. PARAMETERS

- 3.1 Opening Exercises shall consist of a prayer, followed by a scripture reading, or relevant Christian reflection and the singing of "O Canada".
- 3.2 The version of "O Canada" used shall include both official languages, English and French, and shall be arranged in a respectful manner.
- 3.3 The implementation of this policy shall be in accordance with the *Education Act*, s. 304, and *Ontario Regulation 435/00*.

#### 4. RESPONSIBILITIES

##### 4.1 Director of Education

To oversee compliance of the Opening Exercises policy and relevant parameters.

##### 4.2 Superintendent of Schools

To support Principals with the implementation of this policy.

##### 4.3 Principals

To ensure that Opening Exercises, as per the parameters of this policy, are included within the daily schedule of each school day.

#### 5. DEFINITIONS

##### 5.1 Opening Exercises

The time of day when, through a formal announcement made to the entire school, a prayer, scripture reading, or relevant reflection and the singing of “O Canada” are conducted.

#### 6. CROSS REFERENCES

YCDSB Policy 315 [Prayer - Our Gift from God](#)

YCDSB Daily Prayers for Children (Elementary)

YCDSB Daily Prayers for Children (Secondary)

[Education Act](#)

[Ontario Regulation 435/00](#)

Approval by Board

November 18, 2008

*Date*

Effective Date

November 19, 2008

*Date*

Revision Dates

January 28, 2014

*Date*

Review Date

January 2019

*Date*



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Program/Curriculum</b>	<i>Policy Number</i> <b>318</b>
<i>Former Policy #</i> <b>222</b>	<i>Page</i> <b>1 of 8</b>
<i>Original Approved Date</i> <b>March 4<sup>th</sup>, 2008</b>	<i>Subsequent Approval Dates</i> <b>November 26, 2013</b>

**POLICY TITLE: PERSONALLY OWNED ELECTRONIC DEVICES (PEDS)**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board acknowledges that personally owned technology provides unique and powerful opportunities to enhance the learning, faith development and well-being of all. In support of its ongoing commitment to excellence in Catholic education and to ensure that all become responsible digital disciples of the 21<sup>st</sup> century, the Board regulates the use of personally owned electronic devices on all school board premises, and during sanctioned activities, to ensure a safe and caring environment that is aligned with the **Board's Mission, Vision, Core Values and Strategic Commitments** and the Ontario Catholic School Graduate Expectations.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to allow the use of personally owned electronic devices **by employees and students** to foster an environment for all that is conducive to learning and working in a safe, respectful and **ethical** manner. **The York Catholic District School Board shall actively promote a healthy learning and working environment using good digital discipleship.**

#### 3. PARAMETERS

- 3.1 The use of personally owned electronic devices shall be supplementary to the York Catholic District School Board Student and Employee Acceptable Use of Information Technology policies.
- 3.2 Use of personally owned electronic devices **on Board/School Premises and during Board/School sanctioned events** shall be at the discretion of Administration and Teachers. Students shall use devices **only** as directed by their teachers or school administration.



- 3.3 Personally owned electronic devices shall be used with common courtesy and respectful behavior consistent with York Catholic District School Board's policies and procedures.
- 3.4 Users of personally owned electronic devices shall be aware and understand that they may be subject to disciplinary action up to and including loss of access to York Catholic District School Board systems, **progressive discipline** ~~suspension from work, discharge from employment,~~ and/or police involvement for **illegal** ~~unlawful,~~ unacceptable, unauthorized and/or intentional inappropriate use of their personally owned electronic device or Board Information Technology.
- ~~Users of personally owned electronic devices shall not electronically transmit or post digital media of individuals without sanctioned authorization~~
- 3.5 The responsibility to keep personally owned electronic devices secure **and maintained** shall rest with the owner. York Catholic District School Board is not liable for any device lost, stolen or damaged.
- 3.6 Users of personally owned electronic devices shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- 3.7 Access to the York Catholic District School Board wireless network is a privilege, not a right. Any use of the wireless network shall entail personal responsibility and compliance with all York Catholic District School Board policies and school expectations or guidelines.
- 3.8 Access to the York Catholic District School Board wireless network is content filtered to safeguard against inappropriate content.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Personally Owned Electronic Devices policy.

##### **4.2 Senior Administration**

- 4.2.1 To support the implementation and compliance with the Personally Owned Electronic Devices policy.
- 4.2.2 On an annual basis, review the Personally Owned Electronic Devices policy.

##### **4.3 Principal, Senior Manager or Manager Designate**

- 4.3.1 To implement and comply with the Personally Owned Electronic Devices policy.
- 4.3.2 To review the Personally Owned Electronic Devices policy with staff, students and Parent(s)/Guardian(s) at appropriate times throughout the school year.
- 4.3.3 To review the conditions for exceptions to the policy with staff, students and Parent(s)/Guardian(s).
- 4.3.4 To offer support to any person(s) affected by the improper use of Personally Owned Electronic Devices.



#### **4.4 Employees**

4.4.1 To comply with the Personally Owned Electronic Devices policy.

4.4.2 To ensure that all personally owned electronic technologies shall have a potential benefit to learning and working in a safe and respectful environment.

#### **4.5 Parent(s)/Guardian(s)**

4.5.1 To abide by ~~comply with~~ the Personally Owned Electronic Devices policy.

4.5.2 To cooperate with the school to ensure that their children comply with the Personally Owned Electronic Devices policy.

4.5.3 To understand that any violation from your child(ren) may result in the loss of network and/or Personally Owned Electronic Device privileges as well as other disciplinary action deemed appropriate by the Principal.

4.5.4 To discuss with the school Principal any extenuating circumstances where their child is required to have access to a Personally Owned Electronic Device.

#### **4.6 Students**

4.6.1 To comply with the Personally Owned Electronic Devices policy.

4.6.2 To be aware that inappropriate use of Personally Owned Electronic Devices will be subject to progressive disciplinary action.

#### **4.7 Volunteers, Third Party Providers and Visitors**

4.7.1 To comply with the Personally Owned Electronic Devices policy.

### **5. DEFINITIONS**

#### **5.1 Digital Discipleship Citizenship**

A digital disciple, guided by our Catholic values, is one who uses technology ethically and responsibly.

#### **5.2 Digital Media**

Digitized content such as text, graphics, audio, and/or video that can be electronically transmitted over internet or computer networks.

#### **5.3 Personally Owned Electronic Device**

A privately owned wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), **augmentative and alternative communication devices**, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

#### **5.4 Sanctioned Activities**

The legitimate and authorized use of a personally owned electronic device during activities which may include, but are not limited to, specific programming purposes, lengthy bus excursions, co-curricular events, inclement weather and/or, legitimate medical reasons. Such use must be authorized by Administration and/or staff.

## 5.5 Senior Administration

For the purpose of this policy, Administration will include all **Principals, Vice Principals**, Superintendents of Education, Senior Managers or any other Supervisor who have direct supervisory responsibilities for a group of employees.

## 6. CROSS REFERENCES

YCDSB Policy 202 [Safe Schools: Student Discipline](#)  
YCDSB Policy 218 [Code of Conduct](#)  
YCDSB Policy 311 [Student Acceptable Use of Information Technology](#)  
YCDSB Policy 317 [Electronic Communications & Social Media](#)  
YCDSB Policy 408 [Employee Acceptable Use of Information Technology](#)

[YCDSB Third Party Protocol](#)

Approval by Board

March 4, 2008

*Date*

Effective Date

March 5, 2008

*Date*

Revision Date(s)

November 26, 2013

*Date*

Review Date

November 2018

*Date*

## POLICY TITLE: PERSONALLY OWNED ELECTRONIC DEVICES

### SECTION B: GUIDELINES

- 1.1 The York Catholic District School Board's policies and guidelines apply to the use of personally owned electronic devices and will be adhered to when using such devices.
- 1.2 It should be understood that the use of personally owned electronic devices **on Board/School Premises and during Board/School sanctioned events** is considered a privilege and breach of any terms and conditions associated with its use may result in cancellation of those privileges and/or disciplinary action.
- 1.3 Administration and/or Teachers may authorize limited acceptable use of a personally owned electronic device during sanctioned activities (e.g. legitimate medical reasons, specific programming purposes, lengthy bus excursions, co-curricular events, inclement weather).
- 1.4 A school community shall implement a process whereby Parent(s)/Guardian(s) or students (where age of consent is appropriate) sign a Student Liability Statement indicating their awareness of and consent to follow the Personally Owned Electronic Devices policy.
- 1.5 York Catholic District School Board, its schools, or its agents, will not assume responsibility for the loss, recovery, damage, repair or replacement of any personally owned electronic device brought onto Board premises, on school excursions or while the personally owned electronic device has been confiscated.
- 1.6 Where a student fails to comply with this policy, (except in the case of 1.2 above) the following progressive protocol shall be implemented:
  - a) Upon the first offence, the student will be reminded of the policy, asked to turn off the device, and put it out of sight;
  - b) Upon the second offence, the device will be confiscated by staff. The student or his/her Parent(s)/Guardian(s) will retrieve the device at the end of the school day.
  - c) Upon further offences, the student will lose the privilege of bringing a personally owned electronic device to school for a period of time, as per the School Code of Conduct, Safe Schools or Acceptable Use of Technology Policies. Students may also be subject to other disciplinary consequences as deemed necessary by school Administration based on the circumstances surrounding the offence. The Parent(s)/Guardian(s) and student will be notified of this loss of privilege in writing.
- 1.7 Disciplinary action, including, but not limited to, suspension or involvement of police services, may be imposed in response to any violation of this policy when deemed necessary by the Administration based on the circumstances surrounding the offence.
- 1.8 Prohibited use of personally owned electronic devices that may result in disciplinary action include, but are not limited to:
  - a) Academic integrity being compromised (e.g. use during exams, tests);
  - b) Disruption to the instructional day or teaching-learning environment (e.g. **audible notifications** ~~phone ringing in class~~, use in classrooms, hallways);
  - c) Violation of a person's reasonable expectation of privacy including, but not limited to:
    - use in washrooms or change rooms;
    - posting of a person's image(s) on the internet or in hard copy;

- taking pictures of individuals without consent;
  - emailing pictures, and /or recordings of individuals without consent;
  - sending inappropriate text messages.
- d) Compromising personal and/or school safety (e.g. bullying);
- e) Any other situation deemed by school Administration where school security, safety, individual privacy or academic integrity is compromised.
- 1.9 Personally owned electronic devices should be password protected and clearly labeled with the individual's name and contact information.
- 1.10 Technical problems with, **and maintenance of**, personally owned electronic devices will not be addressed or supported by Board staff.



## YORK CATHOLIC DISTRICT SCHOOL BOARD

### PERSONALLY OWNED ELECTRONIC DEVICES STUDENT LIABILITY STATEMENT

1. Neither a school, nor the York Catholic District School Board, nor its agents, assume responsibility for the loss, recovery, damage, repair or replacement of any personally owned electronic device brought onto Board premises, on school excursions or while the personally owned electronic device has been confiscated.
2. York Catholic District School Board is in no way responsible for:
  - a) Personally owned electronic devices that are broken while at school or during school-sponsored activities.
  - b) Personally owned electronic devices that are lost or stolen at school or during school-sponsored activities.
  - c) Maintenance or upkeep of any personally owned electronic device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
3. Prohibited use or uses of personally owned electronic devices that may result in disciplinary action include, but are not limited to:
  - a) Academic integrity being compromised (e.g. use during exams, tests).
  - b) Disruption to the instructional day or teaching-learning environment (e.g., phone ringing in class, use in classrooms, hallways).
  - c) Violation of a person's reasonable expectation of privacy including but not limited to:
    - use in washrooms/change rooms
    - posting of a person(s) image(s) on the internet or in hard copy
    - taking pictures/videos/audio of individuals without consent
    - emailing transmitting and sharing text, pictures, videos and audio of individuals without consent
    - sending inappropriate text messages
  - d) Compromising personal and/or school safety (e.g., bullying).
  - e) Any other situation deemed by School Administration where student or school safety and security are at risk or considered to be injurious to the physical or mental well-being of members of the school community.
4. Where a student fails to comply with Policy 318 *Personally Owned Electronic Devices*, the following progressive protocol shall be implemented:
  - a) Upon the first offence, the student will be reminded of the policy, asked to turn off the device, and put it out of sight;
  - b) Upon the second offence, the device will be confiscated by staff. The student or his/her Parent(s)/Guardian(s) will retrieve the device at the end of the school day.
  - c) Upon further offences, the student will lose the privilege of bringing a personally owned electronic device to school for a period of time, as per the School Code of Conduct, Safe Schools or Acceptable Use of Technology Policies. Students may also be subject to other disciplinary consequences as deemed necessary by school Administration based on the circumstances surrounding the offence. The Parent(s)/Guardian(s) and student will be notified of this loss of privilege in writing.

I understand and will abide by the above policy and its related guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or Personally Owned Electronic Device privileges as well as other disciplinary action deemed appropriate by School Administration.

---

***Student Name (Please Print)***

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***School Name***

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***Signature of Student***

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***Date***

---

***Signature of Parent(s)/Guardian(s)***

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***Date***

DRAFT

# YORK CATHOLIC DISTRICT SCHOOL BOARD

## REPORT

**REPORT TO:** Board of Trustees

**FROM:** Administration

**DATE:** January 29, 2019

**REPORT:** APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY COMMITTEE

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### BACKGROUND

In accordance with the *Ontario Regulation 464/97* of the Education Act, the York Catholic District School Board must appoint members to the Board's Special Education Advisory Committee (SEAC).

Nominations for representatives of the following organizations were brought forward. These appointments would be for a four-year term, commencing January 2019. This will coincide with the term of the new Board of Trustees.

The following are the nominees:

NAME		ORGANIZATION
Morgillo, Eleonora	Rep	Autism Ontario York Region
Hunter, Mark	Alternate Rep	Autism Ontario York Region
Welch, Nancy	Rep	Community Living York South
Bryden, Kathy	Rep	Down Syndrome Association of York Region
Byrne, Stephen	Alternate Rep	Down Syndrome Association of York Region
Tyndall, Filomena	Rep	Early Intervention Services of York Region
Matt, Leanne	Alternate Rep	Early Intervention Services of York Region
Adams, Harold	Rep	Kinark Child and Family Services
Sirola, Helga	Alternate Rep	Learning Disabilities of York Region
Legis, Diane	Rep	The York Centre for Children, Youth & Families
Infusino-Simonetta, Anna	Alternate Rep	York Support Services Network
Suppa, Sarina	Rep	York Support Services Network

These nominees are Catholic school supporters and meet all the requirements in accordance with Section 220 of the Education Act.

### RECOMMENDATION:

**THAT** the nominees listed above be appointed as the representatives/alternate representatives, of their respective organizations, to the Special Education Advisory Committee, for the four-year term commencing January 2019, and ending December 2022.

Prepared & Submitted By: Marianne Fedrigoni, Superintendent of Education: Exceptional Learners  
Endorsed By: A. Falconi, Director of Education



# York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1  
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## **SIBLING BUSSING ST JOHN BOSCO, FRENCH IMMERSION**

- Whereas** the Board originally approved bussing for French Immersion students to St. John Bosco CES, including their younger siblings to end in June 2020;
- Whereas** the June 2020 deadline will require parents to drive younger siblings after 2020;
- Whereas** this essentially creates undue hardship on parents.

### **LET IT BE RESOLVED**

**THAT**, provided there is funding in the transportation budget, bussing for the French Immersion Program at St. John Bosco CES be extended to the current riders until June 2022.

**Ref: 2018:18:1218:DG**



## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

REPORT TO: Board of Trustees

FROM: Administration

DATE: January 29, 2019

RE: **Transportation Grandfathering to Support French Immersion Transitions (St. John Bosco and Our Lady of Fatima)**

---

### **EXECUTIVE SUMMARY:**

The purpose of this report is to provide Trustees with information regarding the transportation of students from the French Immersion catchment area of Our Lady of Fatima to St. John Bosco.

Currently Our Lady of Fatima's French Immersion program is offered for grades 1 to 6. Grades 1 to 8 will be available by September 2020, at which time transportation from the Our Lady of Fatima FI catchment areas to St. John Bosco is scheduled to end (June 2020). This 2020 end date of transportation was communicated to the school community in 2013. The school community has recently requested that this transportation be extended.

Student Transportation Services of York Region have estimated a cost of \$109,340 (2018/19) as the premium for providing dual bussing to the Our Lady of Fatima FI catchment areas, with approximately 60% of that cost attributed to the transportation of siblings, where their required grade is available at Our Lady of Fatima.

### **BACKGROUND:**

In 2009 the YCDSB introduced the first French Immersion Centre at St. Edward CES, followed by four (4) additional centers in 2010. Additional centers were introduced almost each subsequent year resulting in a total of fifteen (15) Elementary French Immersion Centres, all at various stages of implementation. The implementation of new French Immersion Centres begin with grade one (1) and increase by one (1) grade per year until the full program is in place resulting in FI program grades from 1 to 8.

This phased-in implementation of French Immersion Centres has resulted in a number of situations where geographic areas are receiving transportation to multiple French Immersion Centres due to the grade offerings at the new centres.

By September 2022, all FI centres will be offering the full complement of grades. Until that time, students wishing to attend an FI grade not offered at their local FI centre are provided transportation to the original French Immersion Centre. Siblings also enrolled in FI are provided transportation to the alternate location until such time the older sibling graduates or leaves the

program. There are ten (10) French Immersion Centres which do not offer a full complement of grades and where this dual transportation is being provided.

### **Woodbridge French Immersion:**

The first French Immersion Centre serving the Woodbridge community opened in 2010 at Immaculate Conception. A second centre at Our Lady of Fatima opened in 2013 with grade 1, and progressing one (1) additional grade to its current offering of grades 1 to 6. In 2017 the French Immersion program moved from Immaculate Conception to St. John Bosco.

As of September 30, 2018 there were 396 French Immersion students registered at St. John Bosco in grades 1 to 8. Our Lady of Fatima had a total of 166 students in the French Immersion program.

Of the 396 students at St. John Bosco, 28 students (18 families) are currently enrolled in a grade at St. John Bosco which is also offered at Our Lady of Fatima. There are 13 families (37 students) where there is one student in grade 7 or 8 with younger siblings at the school. There are 11 families with only one child at St. John Bosco, and whose required grade level is not available at Our Lady of Fatima.

In September of 2020, Our Lady of Fatima will offer the full complement of the French Immersion program (grades 1 to 8). Given this program availability, transportation from the Our Lady of Fatima FI catchment area to St. John Bosco will be discontinued. This message was originally conveyed to the school community in 2013. Students wishing to continue to attend St. John Bosco after June of 2020, will be responsible for their own transportation.

### **Transportation:**

Currently there are 77 students from Our Lady of Fatima FI catchment area attending St. John Bosco. Of the 77 total students 55 students are currently transported, 24 of which are grade 7 and 8 students, for which Our Lady of Fatima does not offer a FI program, the remainder being younger siblings, of the 77, 22 students providing their own transportation. For efficiency reasons a number of the busses servicing this area, to St. John Bosco are shared with St. Gregory the Great; given St. Gregory the Great's PACE Centre boundary.

Currently transportation costs for St. John Bosco, Our Lady of Fatima and the routes which are also shared with St. Gregory the Great (PACE) operate at a cost of \$864,168.00. Student Transportation Services ran an alternate scenario of transportation assuming a full grade 1 to 8 program at Our Lady of Fatima, with the removal of the grandfathering provision, to estimate the additional cost of this double bussing. This alternate scenario results in an overall operational cost of \$745,828.00 a difference of \$109,340 annually. Apportioning, the cost to the required grade 7 and 8 students as well as the grandfathered grade 1 to 6 siblings, the ratio is approximately 40:60. This results in an estimated annual cost of approximately \$61,628 for the cost of the grandfathered siblings (2018).

The St. John Bosco school community has requested that the transportation for the grandfathered siblings be extended beyond 2020. This request should be considered in the context of all the French

Immersion Centres and their various stages of implementation. To provide this additional level of analysis will require time given Student Transportation's current operating software. However using a very conservative assumption of an average of half of the costs in the Woodbridge scenario for the ten (10) FI sites which are not yet fully implemented, the cumulative costs would be over \$300,000.00 per year.

#### SUMMARY:

The phased –in implementation of the Elementary French Immersion program has resulted in a number of transitional issues for French Immersions Centres, resulting in a number of situations where geographic areas are receiving transportation to two (2) locations. This cost is a premium to the French Immersion transportation costs, within a budget that exceeds the current ministry funding.

Administration has established a Transportation Sub Committee of the Board with a mandate to provide input and direction regarding the provision of transportation services to the Board.

#### ATTACHMENTS:

Map: Woodbridge French Immersion Boundaries.

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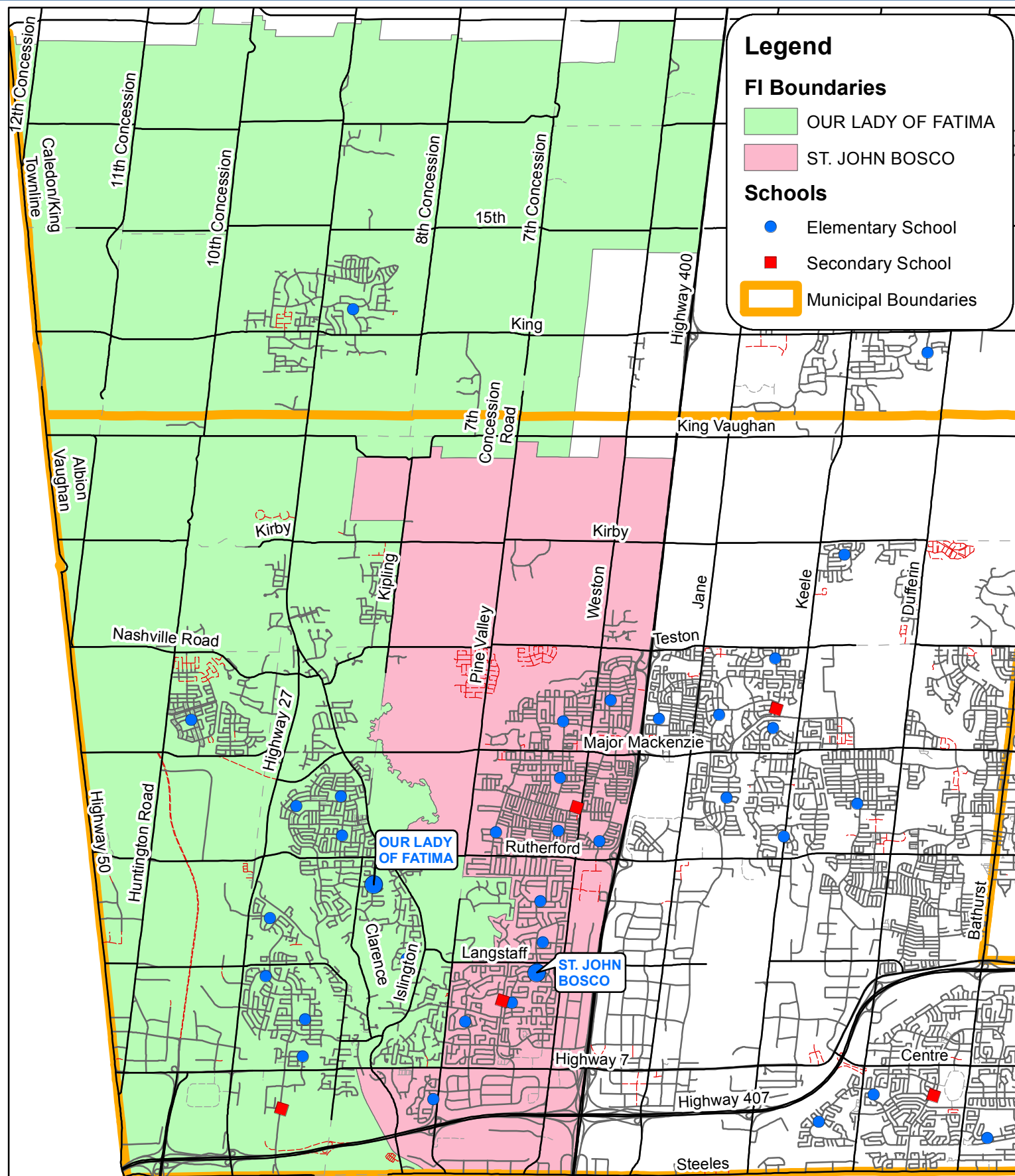
Prepared and submitted by: Tom Pechkovsky, Co-ordinating Manager, Planning & Operations  
Endorsed By: Frances Bagley, Associate Director, Strategic Leadership

Q:\Planning Shareable\Word Processing\BOARD\2019\Trnasportation Grandfathering due to FI (St. JB and OLF) January 29, 2019.doc



# YORK CATHOLIC DISTRICT SCHOOL BOARD

## Woodbridge & Nobleton FI Boundaries



## YORK CATHOLIC DISTRICT SCHOOL BOARD

# REPORT

**Report To:** Board of Trustees  
**From:** Administration  
**Date:** January 29, 2019  
**Report:** Driver Education Program

---

### EXECUTIVE SUMMARY:

The purpose of this report is to address the posted deficit for the 2017/18 Driver Education Program, and to explore the financial viability and sustainability of a high-quality Driver Education program at the York Catholic District School Board.

The deficit that was presented in the revised estimates report is explained and is not a true deficit. The \$34,176.00 recorded deficit is the result of a timing variance between the recording of revenue and expenses. The actual 2017/18 accounting for Driver Education netted approximately \$9,000.00. The cost to students is higher than several other Driver Education providers and the number of students enrolled in the YCDSB program is declining. The net recovery for YCDSB is approximately \$65 - \$70 per student.

The value of a Driver Education Program endorsed by YCDSB and the convenience of the service location are compared to the cost recovery and parental concerns. Alternative opportunities for students to enroll in Driver Education Programs are also provided.

### BACKGROUND:

The York Catholic District School Board offers a Ministry Approved Beginner Driver Education Course program to secondary school students in York Region, from YCDSB and other schools. The cost of the course is \$539.00. The course includes eight (8) weeks (20 hours) of in-class instruction, ten (10) hours of in-car instruction, a workbook, and ten (10) hours of home assignments.

All of our secondary schools advertise the Fall and Winter programs. Some sites also offer Spring and Summer courses as well. The sites for the Spring and Summer session are selected to ensure equity across geographic areas in our board. The minimum requirement for financial viability as based on our contracted provider agreement is seven (7) students. If fewer than seven (7) students register for classes, the class is cancelled. Several locations are promoted for registration, but due to low enrollment are often cancelled, as seen in [Appendix A](#).

In recent years, the cost of driving school programs has decreased in the Greater Toronto Area. A number of York Region driving schools offer similar services to YCDSB at lower prices. A summary of a selected few of the larger Driver Schools across Vaughan, Richmond Hill, and Markham are shown here for comparison.

<b>Driving School Provider</b>	<b>Cost (\$)</b>
YCDSB	\$539.00
All Star Driving	\$488.00
Young Drivers of Canada	\$1025.00
AMB Driving School	\$368.00
CSS	\$745.00
Tomorrow's Drivers	\$450.00
All Nations Driving	\$489.00

Below is a summary of the board total student participation for the 2016/17 and 2017/18 school year, as well as a total for the Fall 2018 session.

<b>Year</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Totals</b>
2016/17	40	72	47	56	215
2017/18	34	78	27	14	153
2018/19	32				

## **Financial Analysis**

### **The 2017/18 Posted Deficit**

In the 2017/18 fiscal year, the Drivers Education program reported a deficit of \$34,176.00. This can be explained via a timing difference between when revenue and expenses are recorded. The Driver Education Program includes classroom and driving sessions that extend over a twelve (12) month period. Since students can begin the course at any time of the year, the course will often be completed in a different fiscal period than when it began. Revenue is recorded in the year in which the student begins the course. The vendor is paid in the year in which the student completes the course. If the enrolment is consistent each year, the timing of payment is a non-issue for accounting purposes. However the variance in registration in the 2016/17 and 2017/18 resulted in the perception of a \$34,000.00 loss.

## Financial Viability

### Financial Report; Administrative and Office Expenses

Description	Amount
Printing Costs (Manuals and Brochures	\$1400.00
Telephone	\$204.00
Office Supplies	\$1300.00
S/S Building	\$200.00
AV Equipment	\$200.00
<b>Total</b>	<b>\$3300.00</b>

Based on the financial report above, the administrative office expenditures total approximately \$3300.00. The YCDSB pays our Driver Education service providers \$450.00 per student. After the office expenditures are deducted, the net recovery amount is approximately \$65.00 - \$70.00 per student based on the 2017/18 data, with similar projections for 2018/19. This would result in an estimated recovered amount of \$9750.00 (\$65.00 x 150 students).

### Service to Parents Considerations

Since the Board offers Driver Education as a convenient service to our students and parents, parents have the expectation of program monitoring and a high quality of instruction and service. However, as our service providers are not employees of our board, the service and professionalism expected of our York Catholic employees cannot be ensured with our service providers. In recent years, there have been an average of 1-2 parental concerns weekly regarding scheduling, frequency of instructor turn over, instructor lateness, pick up and drop off locations and overly aggressive instructor behaviour. Conversely, student schedules for part-time work and co-curriculars also interfere with program delivery. The Secondary Administrator of Continuing Education does address parental and vendor complaints, in a timely manner, but the number of issues has not decreased.

### SUMMARY

This report examines factors that influence the sustainability of a high quality YCDSB Driver Education Program. If the current YCDSB fees and enrollment remain constant, the YCDSB program could generate up to \$10,000.00. Parental concerns about third party program delivery continue to be a challenge. Alternative Driver Education Programs at competitive or preferred rates are viable options across York Region.

### ATTACHMENT

Overview of Classes run Fall 2016 to Fall 2018

Prepared and Submitted by: **Diane Murgaski, Superintendent of Curriculum & Assessment**  
Endorsed By: **Ab Falconi, Director of Education**

**APPENDIX A**

<b>2016-2017</b>				
<b>School</b>	<b>Fall</b>	<b>Winter/Spring</b>	<b>Summer(July)</b>	<b>Summer (Aug)</b>
Cardinal Carter	Cancelled	Cancelled	Not Offered	Not Offered
Catholic Education Centre	Not Offered	Ran (March Break)	Not Offered	Cancelled
Father Bressani	Cancelled	Cancelled	Not Offered	Not Offered
Father Michael McGivney	Cancelled	Cancelled	Not Offered	Not Offered
Holy Cross	Cancelled	Cancelled	Cancelled	Cancelled
Jean Vanier	Cancelled	Cancelled	Not Offered	Not Offered
Our Lady of the Lake	Cancelled	Cancelled	Cancelled	Cancelled
Sacred Heart	Cancelled	Cancelled	Not Offered	Not Offered
St. Augustine	Cancelled	Ran (14)	Ran (12)	Cancelled
St. Brother Andre	Ran (13)	Ran (7)	Cancelled	Ran (20)
St. Elizabeth	Cancelled	Cancelled	Cancelled	Cancelled
St. Jean de Brebeuf	Cancelled	Cancelled	Not Offered	Not Offered
St. Joan of Arc	Ran (6)	Cancelled	Ran (9)	Ran (10)
St. Maxamillian	Cancelled	Cancelled	Ran (11)	Ran (6)
St. Robert	Cancelled	Ran (17)	Not Offered	Not Offered
St. Theresa of Lisieux	Ran (11)	Ran (18)	Ran (15)	Ran (20)
Saturday Class' at St. Rob's	Ran (10)	Ran (16)	Not Offered	Not Offered

<b>2018-2019</b>				
<b>School</b>	<b>Fall</b>	<b>Winter/Spring</b>	<b>Summer(July)</b>	<b>Summer (Aug)</b>
Cardinal Carter	Cancelled			
Catholic Education Centre	Not Offered	We have 4 registered (March Break)		
Father Bressani	Cancelled			
Father Michael McGivney	Cancelled			
Holy Cross	Cancelled			
Jean Vanier	Cancelled			
Our Lady of the Lake	Cancelled			
Sacred Heart	Cancelled			
St. Augustine	Cancelled			
St. Brother Andre	Ran (5)			
St. Elizabeth	Cancelled			
St. Jean de Brebeuf	Cancelled			
St. Joan of Arc	Cancelled			
St. Maxamillian	Cancelled			
St. Robert	Cancelled			
St. Theresa of Lisieux	Ran (17)			



2017-2018				
School	Fall	Winter/Spring	Summer(July)	Summer (Aug)
Cardinal Carter	Cancelled	Cancelled	Not Offered	Not Offered
Catholic Education Centre	Cancelled	Ran (31) (March Break)	Not Offered	Ran (14)
Father Bressani	Cancelled	Cancelled	Cancelled	Not Offered
Father Michael McGivney	Cancelled	Cancelled	Not Offered	Not Offered
Holy Cross	Cancelled	Cancelled	Not Offered	Not Offered
Jean Vanier	Cancelled	Cancelled	Cancelled	Not Offered
Our Lady of the Lake	Cancelled	Cancelled	Cancelled	Not Offered
Sacred Heart	Cancelled	Cancelled	Not Offered	Not Offered
St. Augustine	Ran (7)	Cancelled	Ran (11)	Not Offered
St. Brother Andre	Cancelled	Cancelled	Not Offered	Not Offered
St. Elizabeth	Cancelled	Ran (6)	Cancelled	Not Offered
St. Jean de Brebeuf	Cancelled	Cancelled	Not Offered	Not Offered
St. Joan of Arc	Cancelled	Cancelled	Ran (16)	Not Offered
St. Maxamillian	Cancelled	Ran (7)	Cancelled	Not Offered
St. Robert	Cancelled	Ran (6)	Not Offered	Not Offered
St. Theresa of Lisieux	Ran (14)	Ran (14)	Cancelled	Not Offered
Saturday Class' at St. Rob's	Ran (13)	Ran (14)	Not Offered	Not Offered



# York Catholic District School Board

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December 18, 2018

## AIR-CONDITIONING IN PORTABLES

- Whereas** there are currently 49 portables being used in the elementary panel and 20 are not air-conditioned;
- Whereas** elementary children spend the entire day in one classroom as compared to secondary students;
- Whereas** the incidence of hot humid weather in May, June, and September seems to be increasing;
- Whereas** the staff report dated April 24, 2017 estimated the cost of air conditioning a portable classroom to be between \$10,000 and \$20,000 dollars depending on the system;
- Whereas** the cost estimate of \$1.888 M for air conditioning portables in the staff report dated March 7, 2017 included elementary and secondary portables and port-a-paks and did not differentiate between used and unused classrooms space and therefore overtly over-estimated the system cost;
- Whereas** the cost of air conditioning the 20 elementary portables that are currently used as classrooms at Christ the King CES (3), St. Brendan CES (2), St. Brigid CES (2), St. Elizabeth Seton CES (2), St. Justin Martyr CES (4), St. Mark CES (7) would be between \$200,000 and \$400,000 (estimated);
- Whereas** the cost to air-condition a port-a-pac is unknown.

## LET IT BE RESOLVED:

**THAT** staff develop a plan to ensure that portable classrooms that are used as classrooms are air-conditioned, with the first priority being elementary portables.

**THAT** the port-a-pac strategy that will be part of the long-term accommodation plan take into consideration air-conditioning.

Reference No. 2018:19:1218:EC

## York Catholic District School Board

# REPORT

**Report To:** Board of Trustees

**From:** Administration

**Date:** January 29, 2019

**RE:** School Improvements & Capital Repairs – Board vs. School Funding

---

### **EXECUTIVE SUMMARY**

This report is intended to provide Trustees with information to differentiate between school improvements, upgrades and repairs funded by Board funds and those funded by the school.

### **BACKGROUND**

The York Catholic District School Board acknowledges that school communities take great pride in their school and school grounds, and endeavours to ensure that its schools are always clean, well-kept and presentable. The Board also acknowledges that as school buildings and school grounds age, there is the opportunity to refresh and sometimes renovate the facility. The Plant and Finance departments maintain a capital renewal plan whereby certain items (for example, new paint for the hallways, new bleachers, new lockers, etc.) are renewed after a certain period time (renewal cycle). The challenge faced by the Board is that the funding for operating type renewal /maintenance costs is limited and must be prioritized appropriately based on actual operating needs and/or urgency (for example, safety concerns). Administration is seeking a balanced approach to manage the competing needs of urgent repairs/upgrades, availability of staff resources and restriction in funding.

### **ITEMS FUNDED BY BOARD**

#### **MAJOR UPGRADES, REPLACEMENTS & REPAIRS**

Board funding is provided for major upgrades or repairs to building systems such as lighting, heating and cooling and fire alarm systems. Board funding is also provided for major upgrades for health and safety purposes as well as to comply with *Ontarians with Disabilities Act* accessibility requirements. The Board is also responsible for major grounds projects such as parking lots, paving and sidewalks. These major projects are prioritized annually based on need and available resources. Aesthetic upgrades such as hallway painting and carpet replacement are considered in the annual maintenance plan, again based on need and available resources. Please see Appendix A for a list of Board funded expenditures.

## **MAINTENANCE & REPAIR**

Ongoing maintenance includes building repairs and regulatory inspections such as fire alarm, gym, playground, portable and elevator inspections as well as preventive maintenance. Requests for ongoing maintenance repairs are made through the e-Base work order system and funded by the Board. Additionally, the Board has the responsibility for cafeteria kitchen equipment repairs and repairs to technical program equipment. Repairs are prioritized and not all requests can be completed through Board funds. Thus, school priorities not in the current year allocation are sometimes paid by school funds.

## **UPGRADES / EXPENDITURES RELATED TO IMPLEMENTATION OF NEW PROGRAMS**

Upgrades and/or other expenditures incurred as a result of new or changes to programming directed by the Board (for example, special education, French immersion, Full Day Kindergarten, etc.) would be funded by the Board.

## **ITEMS FUNDED BY SCHOOL**

### **DISCRETIONAL UPGRADES, UPDATES & ENHANCEMENTS**

Repairs to or replacement of furniture, program equipment, blinds and window coverings, and playground equipment are funded by school funds. For example, the purchase and installation of a dishwasher is paid for by the school. All school enhancement projects must be submitted for approval following the Admin 56 process. Please see Appendix A for a list of school funded expenditures. Sometimes due to the amounts involved, when resources permit, the Board has assisted with large items on an ad hoc basis. Also, if the school can wait and the need is not immediate, the Board can assist in hanging banners, re-aiming stage lights, etc.

## **SUMMARY**

Board funding is intended to maintain and repair buildings and building systems as well as upgrade systems to ensure efficiency and maintain or extend the service life of the buildings and systems. In general, discretionary upgrades/updates and repairs are funded by the school.

<b>Prepared by:</b>	T. Steenhoek, Senior Financial Analyst
<b>Reviewed by:</b>	A Yeung, CFO and Treasurer of the Board J. McLoughlin, Superintendent of HR
<b>Endorsed by:</b>	A. Falconi, Director of Education F. Bagley, Associate Director, Strategic Leadership

## APPENDIX A - Examples of Board vs. School Funded Expenditures:

Note: In general, items that are related to first-time equipping (e.g. when the schools are built), structural, large capital items and items that are performed by Plant following their renewal/maintenance cycle are funded by the Board. Subsequent upgrades/updates that do not fall under the regular renewal/maintenance cycle and/or incidental in nature (e.g., small damages caused by students or staff) would be funded by schools.

Description	Board	School
HVAC	✓	
Roof	✓	
Parking Lot / Sidewalks (renewal/repair)	✓	
Lighting Systems (Base Building)	✓	
School signage as required by Town/City By-Laws	✓	
Additional school signage not required by Town/City By-Laws		✓
CCTV	✓	
Lockers	✓	
Bleachers	✓	
Sound System / Scoreboard		✓
Painting (painting that is part of the Board's regular maintenance cycle is funded by the Board)	✓	✓
Stage Lighting		✓
Classroom Computers / Smart Boards / Projectors installation		✓
Office Computers	✓	
Blinds / Window Coverings / Screens (First time equipping, school wide refresh due to safety requirements, are funded by Board. Incidental damages that are ad hoc in nature are funded by School.)	✓	✓
Desks / Chairs / Office Equipment (not part of first time equipping)		✓
Changes to Landscaping (e.g. outdoor classrooms)		✓
Additional PA speakers		✓
New Data Drop ( <i>cost shared 50-50 with Information Services</i> )	✓	✓
Electrical Receptacles (ad hoc requests, not part of renewal projects)		✓
Dishwasher and installation		✓
Field Lining (not part of the Board's regular maintenance cycle)		✓
Playground Painting		✓
Flooring/Carpet Replacement	✓	
Bottle Filling Stations		✓
Keys (ad hoc replacements)		✓
Re-Keying whole school	✓	

## York Catholic District School Board

# REPORT

**Report To:** Board of Trustees  
**From:** Administration  
**Date:** January 29, 2019  
**Report:** OSSLT Schedule – Wednesday March 27, 2019

---

### Executive Summary

This report is written to provide information to the Board of Trustees that similar to last years practice, a modified schedule will be put into place on the day of the Grade 10 Literacy Test (OSSLT), Wednesday March 27, 2019.

### Background Information

In order to reflect regular practice within classrooms, EQAO **does not** require an Individual Education Plan (IEP) for the following:

- individual or small group setting
- preferential seating in an assessment room
- prompts for students with severe attention problems who are at risk of being off task for significant periods of time
- the use of headphones with calming music or white noise
- additional time – schools should create the least disruptive environment for students during the assessment. Students who require additional time are still to complete each booklet in one continuous sitting, regardless of the amount of time they are given.

### Next Steps

In an effort to provide flexible and responsive support for all students during the test, a modified schedule will be in place on March 27, 2019, similar to an exam-style day:

- only Grade 10s and Previously Eligible students **who are writing the test** will be required to be in the school building
- students taking the test may be dismissed following completion of the test
- the school library and/or cafeteria will be made available to students who have completed the OSSLT and wish to remain at school until regular dismissal
- non-test takers who choose to use the day for peer collaboration will have access to the school library and/or cafeteria
- there will be no scheduled classes for Grades 9, 11 and 12
- school bus and taxi service will run normally, and attendance will be tracked as a “G” day
- FLS classes will follow their normal schedule

## **Summary**

We will continue to offer the special schedule for the 2019 OSSLT, as was first implemented for the 2018 OSSLT. Communication will go out to all students, parents and guardians on February 6, 2019.

## **Appendix**

- A Parent letter re: Modified School Day for OSSLT (Wed. March 27, 2019)
- B Administrator Memo
- C Sample Schedule for Administrators

Prepared and Submitted by: Eugene Pivato and Jennifer Sarna, Superintendents of Education  
Endorsed by: Ab Falconi, Director of Education

## ***School Letterhead***

<Date>

Dear Parents/Guardians:

### **RE: Ontario Secondary School Literacy Test – Modified School Day Wednesday March 27, 2019**

The Education Quality and Accountability Office (EQAO) has scheduled **Wednesday March 27, 2019** as the day for students across the province to complete the **Ontario Secondary School Literacy Test (OSSLT)**. Students must successfully complete this test in order to earn a secondary school diploma. To assist in creating the best possible environment for students writing the test, and as a result of changes to EQAO policy, the Board will implement a modified school day. **On March 27, secondary schools will follow an exam-style day in which:**

- **only grade 10 and Previously Eligible students who are writing the test are to be at school** (no classes for students in grades 9, 11, and 12);
- students will be dismissed upon completion of the test;
- school bus, minivan, and taxi service will run on their normal schedules; and
- FLS Special Education classes will follow their regular schedule.

#### **For Students Writing the OSSLT**

Students writing the test will come to school on March 27 at their normal start time, <insert here>, to write the OSSLT. Based on EQAO timelines for the test, we anticipate that many students will finish writing in about 4 hours. Students will be dismissed upon their completion of the test, however space will be made available in the school for those who need to remain until regular dismissal time. Students requiring extra time will continue to write their test during an extended test-taking period.

#### **For Students Not Writing the OSSLT**

Students who are not writing the test will not attend school on March 27. These students are encouraged to use this day to review or complete coursework, prepare for upcoming assessments, engage in Individual Pathways Planning, or complete community service hours. A supervised study hall in the school will be available for those students who prefer to work collaboratively with their peers.

Modifying the school day in this way allows schools to maximize teacher supervision and support, availability of classroom space and access to technology.

We wish every student success on the OSSLT, and appreciate your ongoing support for student achievement and well-being.

If you have any questions, please contact the school's administrative team.

Sincerely,

<Name of Principal>

Principal



York Catholic District School Board

**INSTRUCTIONAL SERVICES – ACADEMIC AFFAIRS**

**Memo To:** All Secondary Principals /Vice Principals

**From:** Eugene Pivato and Jennifer Sarna

**Superintendents of Education: School Leadership**

**Date:** February 4, 2019

**Subject:** OSSLT – Test day Wednesday March 27, 2019

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The Ontario Secondary School Literacy Test (OSSLT) is taking place on March 27, 2019.

In order to reflect regular practice within classrooms, EQAO does not require an Individual Education Plans (IEPs) for the following:

- individual or small group setting
- preferential seating in an assessment room
- prompts for students with severe attention problems who are at risk of being off task for significant periods of time
- the use of headphones with calming music or white noise (see page 17 of the Administration Guide for more details)
- additional time

In an effort to provide flexible and responsive support for all students during the test, we will run a modified school day on March 27, 2019, similar to an exam-style day:

- only Grade 10s and Previously Eligible students **who are writing the test** will be in the building
- students may be dismissed following completion of the test
- the school library and/or cafeteria will be made available to students who have written the OSSLT and wish to remain at school until regular dismissal and for those non-test takers who choose to use the day for peer collaboration in a supervised setting
- there will be no scheduled classes for Grades 9, 11 and 12
- school bus and taxi service will run normally, and attendance will be tracked as a “G” day
- FLS classes will follow their normal schedule

We appreciate your continued efforts in ensuring that we provide every opportunity for students to be successful.

A communication to share with your families will be forthcoming in the next few days as will some considerations for scheduling and supervision.

If you have any questions or concerns, please contact Eugene or Jennifer.

## OSSLT – Sample Schedule – March 27, 2019

8:20 – 8:30 Announcements & Morning Routines

8:30 – 10:15 **OSSLT Booklet #1** (75 minutes + 30 minutes extra time)

- 2 teachers supervisors per Homeroom class
- At the end of regulation time (75 minutes), Teacher 1 escorts students that have completed the assessment to the supervised break location (i.e. cafeteria) and remains with the students.
- Teacher 2 remains in the test room to provide supervision to those students who require additional time. (30 minutes)
- Teacher 3 arrives to supervise. Any students who complete Booklet 1 prior to the end of the 30 minutes extra time will be escorted by Teacher 3 to the supervised break location and then Teacher 3 will return to the Homeroom class.

10:15 – 10:30 **Official supervised break in supervised break location (snack to be provided to students as well as washroom break.**

- Students at 10:15 still requiring extra time, will require a supervised transport to alternate test location (i.e. Library) by Teacher 2.
- Teacher 2 to transport Booklet 1 and Booklet 2 to the alternate location
- Teacher 3 to remain in Homeroom class (test location) and Teacher 4 arrives.
- Student will write Booklet 1 and 2 in the alternate location and student receives required official 15 minute break in this location.
- Teacher 3 and 4 are now in original test room preparing for start of Booklet 2

10:30 – 12:25 **OSSLT Booklet 2 (75 minutes and 10 minute questionnaire plus 30 minute extra time)**

- Teacher 3 and 4 supervise test room and read the script to start Booklet 2.
- At the end of 75 minutes, then students complete 10 minute questionnaire.
- Students requiring additional time remain in this classroom for 30 minutes (until 12:25)

11:55 **End of regulation time**

- Students who completed Booklet 2 and Questionnaire, can either go home or report to supervised room (i.e. cafeteria) until school bus arrives
- Students requesting additional time remain in this room until 12:25
- At 12:25 Teacher 3 escorts students requiring additional time to alternate test location (i.e. Library)
- Teacher 4 organizes Booklets 1 and 2 and returns to Command Central.
- Teachers in Alternate Test location (i.e. Library) return Booklet 1 and 2 to Command Central.



# FEBRUARY 2019

## TRUSTEE SERVICES

**Monthly Virtue: Wisdom**

### March 2019

Mar 1—S.A.L. 8:45 am  
 Mar 4—SEAC 7pm  
 Mar 6—Ash Wednesday  
 Mar 11 to 15—MARCH BREAK  
 Mar 20—Executive Committee 3pm  
 Mar 20—Human Resources Cmte 5pm  
 Mar 22—S.A.L. 8:45 am  
 Mar 25—Integration of Catholic Faith  
 6:30 pm  
 Mar 26—Safe Schools 5pm  
 Mar 26—Committee of the Whole 6:30 pm  
 Mar 26—Regular Board 7:30pm  
 Mar 27—EDC Special Board 7pm  
 Location: York Region DSB

### April 2019

Apr 8—SEAC 7pm  
 Apr 9—Safe Schools 1pm  
 Apr 9—Policy Review 6:30 pm  
 Apr 12—S.A.L. 8:45 am  
 Apr.19—Good Friday  
 Apr 21—Easter Sunday  
 Apr 22—Easter Monday  
 Apr 23—Special Board: EDC—7pm  
 Apr 24—Executive 3pm  
 Apr 24—Human Resources Cmte 5pm  
 Apr 25-27—OCSTA AGM  
 Apr 29—Student Success & Pathways 6:30 pm  
 Apr 30—Safe Schools 5pm  
 Apr 30—Committee of the Whole 6:30 pm  
 Apr 30—Regular Board 7:30 pm

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 P.A. Day: E/S	2
3	4 6:30 pm Student Success & Pathways Committee	5 	6	7	8	9
10	11 7pm SEAC	12 1pm Safe Schools	13 6:30 pm Corporate Services	14 	15 9am EREAC	16
17	18 HOLIDAY 	19	20 3pm Executive 5pm HR Committee	21	22	23
24	25	26 5pm Safe Schools 6:30 pm CTW 7:30 pm Regular Board	27 4 pm Joint Board	28		