

# TRUSTEE REPORT



## REPRESENTING:

### Elementary Schools:

Blessed Kateri Tekakwitha	Epiphany of Our Lord
Holy Spirit	Our Lady of Guadalupe
Our Lady of Wisdom	Precious Blood
St. Aidan	St. Albert
St. Gerald	St. Henry
St. Kevin	St. Lawrence
St. Matthias	St. Maximilian Kolbe
St. Sylvester	St. Timothy

### Secondary Schools:

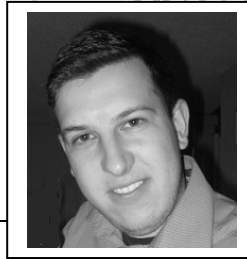
Jean Vanier	Mary Ward
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### Superintendents of Education:

Gerald Dagenais	Michael McMorrow
Frank Piddisi	

### Parishes:

Annunciation of the Blessed Virgin Mary	
Epiphany of Our Lord	Holy Spirit
Precious Blood	St. Aidan's
St. Lawrence Martyr	St. Maria Goretti
St. Timothy	



## John Del Grande

Trustee, Ward 7

Toronto Catholic

District School Board

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Fall 2008

## Welcome Back

*As another school year begins, I would like to update you on the happenings at the Board. As many of you are aware, the Board has been taken over by the Ministry of Education as of June 4th, 2008. This was a result of concerns over the Board's failure to deal with its deficit and ongoing issues with governance & trustee expenses.*

*The Minister of Education has appointed Norbert Hartmann as supervisor and Norm Forma, assistant supervisor to run the Board for a yet to be determined period of time. When the government took over the Toronto District School Board, supervision lasted for 15 months and with the Dufferin Peel Catholic District School Board it lasted a total of 11 months.*

*During this time, trustees' rights to convene regular Board meetings have been suspended. Trustees still will act as direct liaisons between constituents and school Board staff. Trustees will continue their roles on other internal and external committees.*

*Despite my own initiatives to be accountable to the public, through the free posting of my expenses since 2006 and careful consideration of all financial matters facing the Board, unchecked issues had already accumulated over the past number of years. I will work with the supervision team, other trustees and organizations to ensure that the TCDSB returns to the forefront of Catholic Education in this province.*

*The Supervision Team is also working with the Board to update & review policies and processes established by the Government and the Board. The Team's ongoing reports are available on the Board's website [www.tcdsb.org](http://www.tcdsb.org).*

*As we start the school year there is a new management team in place at the Board. I would like to welcome Les Nemes as our new Director of Education, Angela Gauthier as our new Associate Director of Academic Affairs and Sandra Pessione as the new Chief Financial Officer. With their leadership and support we will be able to continue to provide the education you expect for your children.*

*The Board was successful last year in securing funds for two major school additions. St. Henry is slated for an up to 4 classroom addition and St. Albert for an up to 10 classroom addition. This is in response to the growing number of portables on site and for addressing future enrollment needs.*

*A federal election slated for October 14<sup>th</sup>, is upon us. Please ensure that if you are qualified to vote, you exercise your right to. Electing representatives that will be accountable to the public and share our common values are important in all levels of government.*

*Thank you for your continued support of Catholic education,*

A handwritten signature of John Del Grande in black ink.

John Del Grande



# Trustee Report - Fall 2008

## General Information

Parents/ratepayers may find the following list of contact telephone numbers helpful:

### Admissions

416-222-8282, ext. 5320

### Communications

416-222-8282, ext. 5314

### Continuing Education

416-222-8282,

ext. 2491/2556

### 24-hour Information Line

416-222-8282, ext. 2873

### Permits

416-222-8282, ext. 4370

### Security

416-229-5360

### Curriculum and Accountability

416-222-8282, ext. 2490

### Special Services

416-222-8282, ext. 2486

### Transportation

416-229-5313

Information about programs and services, Board policies and the latest news can also be found on TCDSB's web site at [www.tcdsb.org](http://www.tcdsb.org)

*The Toronto Catholic District School Board educates close to 90,000 students from diverse cultures and language backgrounds in its 201 Catholic elementary and secondary schools and serves 475,032 Catholic school supporters across the City of Toronto.*

## Everything you need to know about school councils

Parental involvement in the education of their children is always encouraged and valued. Catholic School Advisory Councils (CSAC) play an important role in student success. They encourage a strong partnership between the school and the family and help parents become actively involved in the education of their children. School councils help good schools become better.

### School councils are expected to:

- Advise the Principal and, where appropriate, the Board
- Place the interests of students first
- Support the TCDSB's school success planning goals
- Encourage parent and community involvement in the educational system
- Promote Catholic faith and gospel values.

### Who can be a member of school council?

Parents or guardians of students enrolled at the school may be a member of the school council, unless they are employed at the school attended by their children. CSAC membership should reflect the diversity of the school community.

### How is a school council organized?

The majority of members on school council must be parents or guardians of students enrolled at the school. At the secondary school level, student representatives are required on each council. The participation of elementary school students on their own school councils is also welcome.

### Each school council should include:

<u>Member</u>	<u>Membership process</u>
Parents/guardians	elected by parents/guardians
School Principal	designated member
1 or more community representative(s)	appointed by council
1 teacher who is employed at the school	elected by teachers
1 support staff member employed at the school	elected by non-teaching staff
1 student	elected by students
Pastor/Parish designate	designated member

## Catholic School Advisory Council Elections

School council elections must be held in the first 30 days of the school year. Members are nominated for a position on the school council executive and elected by membership vote. A person may be a candidate or vote in a school council election if he/she is a parent/guardian of a student enrolled at the school.

Each school establishes an Election Planning Committee to plan and hold the elections. The Principal, in concert with the election committee will notify the local school community of the date, time and location of the election at least 14 days prior to the election. Eligible voters may cast one vote for each vacant position.

### Term of office

The normal term of office for elected and appointed school council positions is one year, however members of school council may be re-elected or reappointed for more than one term.

### What is the role of school council?

School councils advise Principals, superintendents and school trustees on educational topics and issues, including:

- School calendar
- Code of behaviour and dress codes
- Budget priorities
- Selection criteria for Principals and vice Principals
- School-based services
- Fundraising activities
- Planning for improvement
- Board policies, guidelines and new education initiatives that affect student achievement or Board accountability to parents

### School council recommendations

The Principal and the Board take into consideration the school council's recommendations and advise council of any actions taken in response to those recommendations.

The Principal may refer recommendations about broader educational issues to the Board for consideration.



## School Support

Roman Catholic parents, ratepayers & members of the Eastern Rite in union with the See of Rome, must declare their support for Catholic schools.

School support is used to determine the number of trustees to be elected to each Board to represent the interest of parents and other ratepayers.

A Catholic who is not registered as a separate school supporter would not be allowed to vote in the election of separate school trustees in municipal elections.

School support is one of the indicators the government can use to determine overall support for, and strength of, the publicly funded Catholic school system in Ontario.

Please check your recent Assessment Notice, check with your landlord or call the TCDSB Voter Registration Department 416-222-8282 ext 2666 email: [sandra.vitale@tcdsb.org](mailto:sandra.vitale@tcdsb.org)

# Trustee Report - Fall 2008

## CSAC responsibilities

### General

- Establishes & reviews council goals, objectives, action plans & procedures annually
- Holds a minimum of four meetings a year
- Organizes training for council members
- Communicates regularly with parents and the school community
- Keeps minutes of its meetings and records of all financial transactions for four years

### Financial

- Monitors funds raised by school council and advises on purchases and expenditures made with those funds
- Administers school council funds through the school activities funds bank account maintained by the school

### Financial statement

- Prepares an annual financial statement for school council activities conducted for the academic year (Sept. 1-Aug. 31 inclusive)
- Includes the financial statement in the annual report

### Annual report

- Prepares an annual report summarizing school council activities for the entire academic year (Sept. 1-Aug. 31 inclusive)
- Submits the annual report, including the annual financial statement, to the Principal and the Board.

## Quorum at meetings

A meeting of school council can only be held if: a majority of current members are present and a majority of members present at the meeting are parent members. Without a quorum, issues may be discussed but council cannot consider or approve motions.

## Constitution and bylaws

Every school council should have a constitution and bylaws which are subject to TCDSB and Ministry legislation. A constitution defines the school council's purpose, explains how council will be structured and describes the rights and responsibilities of council members and executive. School councils must also establish bylaws to guide school council operations and activities. The bylaws should address election procedures, filling council vacancies, conflict of interest and conflict resolution.

## Responsibilities of CSAC Executive:

The **Chair** will call CSAC meetings, prepare agendas and chairs meetings, communicate regularly with school Principal, ensure regular communication between council and school community, ensure that fundraising activities and uses of funds comply with Board policies and guidelines and consult with senior Board staff and trustees, as required .

*Note: a person employed by the Board cannot be chair or co-chair of school council*

The **Vice-Chair** is an optional role. This individual will assume the role of the Chair when the Chair is absent, and assist the Chair, as needed

The **Secretary** will record, maintain and report accurate minutes of council meetings, including all council decisions and ensure minutes are available in school office for review by parents and students.

The **Treasurer** will receive all funds raised by the council, prepare bank deposits for funds received and submits them for deposit, authorize school council expenditures in accordance with passed resolutions, review, sign and date monthly transaction reports on funds held in the school activity funds bank account, maintain financial records for council and gives financial reports, as required and prepare annual financial statement for council.

The **Principal** attends all school council meetings, assists and supports CSAC activities, requests advice from school council in areas where council has advisory responsibilities, considers council recommendations and informs council of actions taken based on those recommendations, communicates regularly with school council chair and acts as a resource on Board and Ministry policies and procedures.

*Note: The Principal is ultimately responsible for the CSAC, and the role is one of collaboration, building bridges and communication. The Principal does not vote at CSAC meetings.*



## School Year Calendar 2008-2009

Thanksgiving  
October 13, 2008

Joint Panel PA Day  
October 24, 2008

Elementary PA Day  
December 5, 2008

Christmas Break  
December 22, 2008 to  
January 2, 2009

Joint Panel PA Day  
February 13, 2009

Family Day  
February 16, 2009

Elementary PA Day  
March 13, 2009

Mid-Winter Break  
March 16-20, 2009

Good Friday  
April 10, 2009

Easter Monday  
April 13, 2009

Victoria Day  
May 18, 2009

Last day of classes for  
elementary students  
June 25, 2009

Joint Panel PA Day  
June 26, 2009

+1 locally determined  
elementary PA day

+3 locally determined  
secondary PA days

## Toronto Catholic District School Board Launches E-NEWS

In an effort to enhance ongoing communication with Catholic school supporters and members of its school communities, the Toronto Catholic District School Board is launching E-NEWS this fall. This electronic news service will provide regular email notifications of the latest news and special bulletins from, and about, Toronto Catholic schools.

Anyone interested in receiving the latest news from the Board, is invited to visit the Board's website at [www.tcdsb.org](http://www.tcdsb.org) and click on the E-NEWS logo on the homepage to activate their subscription.

The Board will continue to publish a variety of news and information on its website at [www.tcdsb.org/news](http://www.tcdsb.org/news) as well as posting urgent notices on its 24-hour telephone information line at 416-222-8282 ext. 2873.

## Registration for night school, Saturday Courses and e-Class

The Toronto Catholic District School Board reminds students that registration for evening credit courses, secondary Saturday International Languages, as well as online courses, can now be completed online through the Board's website. Students can earn up to two credits per semester.

Night school classes begin on Monday, September 29<sup>th</sup> at Francis Libermann Catholic Secondary School, as well as eClass. The start date for classes at Jean Vanier is on Tuesday, September 30<sup>th</sup>. Saturday International Languages secondary credit programs begin September 20<sup>th</sup> at Pope John Paul II and Senator O'Connor Catholic Secondary Schools.

For more information, please call the Continuing Education Department at 416-222-8282, ext. 2135 or 2675 or visit the Board's website at [www.tcdsb.org/continuinged/](http://www.tcdsb.org/continuinged/).

## Parent Concerns

Local school concerns should first be directed to the teacher then to the Principal or Vice-Principal. If a situation can not be resolved at the local level, the issue should be brought to the attention of the area Superintendent. The local parent council is responsible for working with school administration to understand/address the concern/issue. Please bring to my attention issues that pertain to Board policies.

## Reminder:

### Open House for Grade 8 Students:

November 5<sup>th</sup> at 7 p.m.  
Jean Vanier

Catholic Secondary School  
959 Midland Avenue  
416-393-5554

November 11<sup>th</sup> at 7 p.m.  
Mary Ward Catholic  
Secondary School  
3200 Kennedy Road  
416-393-5544

## 2007/08 Student Awards

Now in its fifth year, I was pleased to present the Trustees Catholic Excellence Award at each of the 16 Ward 7 elementary schools. The award recognizes a graduating grade 8 student "who is actively involved in the parish and exhibits a good example of Christian living to others". Recipients received a plaque and a small gift certificate.

Also in its 5th year, the Trustee's Catholic Community Leadership Award is presented to a graduating high school student "who has achieved a 75% average or better who is involved in both the church and community through an active leadership role".

## School Administration Changes

I welcome the following people to our Ward 7 schools:

**Toni Mayer to Principal - Holy Spirit**  
**Jan Murphy to Principal - Precious Blood**  
**Denise Canning to Principal - St. Lawrence**  
**Kelli Manning to VP - St. Lawrence**  
**Bianca Auciello to VP - Jean Vanier**

I also extend well wishes to VPs and Principals who retired over the summer or who took on new assignments.