



REPORT TO

REGULAR BOARD

## CSPC MEETING PLAN DURING SCHOOL PANDEMIC CLOSURE 2020

*Jesus had just then cured many people of diseases, plagues, and evil spirits, and had given sight to many who were blind.*

*Luke 7:21*

### Created, Draft

April 6, 2020

### First Tabling

April 23, 2020

### Review

[Click here to enter a date.](#)

John Wujek, Superintendent of Schools Area 5 and Parent Engagement  
Steve Camacho, Chief Information Officer

### INFORMATION REPORT

**Vision:**

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

**Mission:**

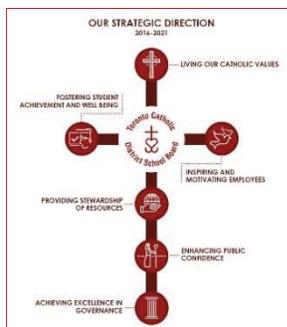
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

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

Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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



## **A. EXECUTIVE SUMMARY**

This report provides a plan for the resumption of Catholic School Parent Council (CSPC) meetings during the period of school closure due to the COVID-19 pandemic. In a memorandum issued April 14, 2020, the Ministry of Education indicated the school closure period will be extended beyond May 4, 2020, with further details to be provided as soon as possible.

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

## **B. PURPOSE**

1. This report is in response to Trustee direction at the Student Achievement and Well Being Committee on April 2, 2020 for staff to provide a plan for CSPC meetings during this period of school closures.

## **C. BACKGROUND**

1. On March 12, 2020, Education Minister Stephen Lecce announced that all publicly funded schools in Ontario would close effective March 23, 2020 for two weeks due to the spread of COVID-19 in Ontario.
2. On March 31, 2020, it was communicated by Premier Doug Ford that school closures would continue for students until May 4, 2020.
3. On April 14, 2020, the Ministry of Education communicated that the school closure period will be extended beyond May 4<sup>th</sup>.
4. The change in the method for curriculum delivery across the system has caused a re-prioritization in immediate system needs and the means by which we communicate with all community partners and stakeholders.
5. At the Student Achievement Committee meeting on April 2, 2020 the Chair of CPIC and the Executive Director of OAPCE co-delegated and urged Trustees to provide direction so that principals would be required to attend parent council meetings via remote means.

6. Staff were directed to develop a plan to engage stakeholders in CSPC meetings at the school level.

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

1. During the period of the school closures, local school staff, curriculum and senior staff meetings have taken place through the use of the “Zoom” video communication platform. This has allowed both voice and visual interactions in group settings while maintaining Ministry of Health guidelines.
2. The TCDSB has purchased some full Zoom licenses for use and has also worked with Zoom to enable “basic” licenses for all TCDSB employees. TCDSB has reviewed recent updates to the Zoom platform and adjusted the security settings to increase security and privacy.
3. As of the week of April 13<sup>th</sup>, Catholic School Parent Councils may conduct CSPC meetings using a TCDSB Zoom account, ‘hosted’ by the principal. CSPC members will be informed on the proper meeting etiquette and procedures. This method of hosting a CSPC meeting over Zoom will help ensure everyone’s privacy and security.
4. Principals have been provided with instructions on how to host and manage a secure Zoom meeting. Principals have also been provided with a meeting etiquette notice that they can share with their CSPC members before the meeting.
5. Some families have inconsistent computer accessibility and/or no internet service. Zoom can be used in a “call only” mode for those who do not have reliable internet access.

## **E. METRICS AND ACCOUNTABILITY**

1. The goal for each CSPC is to conduct at least one virtual meeting during the period of school closures.
2. Given the ability for each CSPC to complete the Budget Survey and provide feedback for the budget-setting process by May 7, 2020, a Zoom meeting could be held prior to this deadline to accommodate this opportunity.

3. Schools are not in violation of Ontario Regulation 612 sec 12 (1) as it states that “a school council shall meet at least four times during the school year”.
4. The Parent Engagement Team along with OAPCE Toronto and CPIC will problem-solve issues related to parents who cannot “attend” CSPC meetings in this Zoom format. Chairs will be further supported in any needed understanding of this technology through further step-by-step learning videos.
5. Principals will be responsible for ensuring confidentiality and security parameters will be applied and followed. Principals will be the designated “hosts” and will provide protocols to all participants prior to the start of the meeting consistent with Board policies.
6. During the planning stage, principals and CSPC chairs will address any local parent accessibility concerns.
7. During April, the Parent Engagement Team will communicate through principals and CSPC chairs the plan of the changed CSPC format to all parents and provide support information.
8. To ensure equity of accessibility, principals will communicate through School Messenger the option to participate in the Zoom meeting by telephone. Zoom phone access instructions will be provided.
9. Catholic School Parent Council meetings will resume via a live remote communication platform for the month of May.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.