

EMERGENCY OPERATIONS CENTRE (EOC)

Key Decisions	Actions Undertaken	Date	Outcomes
Board Meetings	The recommendation that all Board meetings and CSPC meetings be conducted via electronic/virtual platforms. Board meetings should be available for the public to view.	March 19, 2020	Board approved two Board meetings per month and continue with SEAC committee meetings virtually.
Closing TCDSB Playgrounds and Sport Fields	Staff closed all playgrounds and fields in alignment with direction provided by the City of Toronto and Toronto Public Health.	March 19, 2020	All TCDSB playgrounds and sport fields were closed.
Occasional Staff Payroll Concern	Decisions were made regarding payment for occasional staff based on Ministry direction.	March 24, 2020	Pay was facilitated for occasional and casual staff using an average earning formula and those individuals scheduled to work during the 2 week closure.
Cancellation of Excursions and Events for April	Letter to be posted regarding the cancellation of all TCDSB events during the month of April.	March 24, 2020	All TCDSB events were cancelled for April and May. Information was shared via a letter and posting on our website.
Communication Protocols	All communications, where possible, should be vetted through our Chief of Communications to control burdening the	March 24, 2020	Board-wide and parent messages are managed through the communications department. Curriculum

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	system with emails and letters.		department is managing communications to the system related o learning resources, access, etc.
Access to TCDSB Buildings	Create protocols for staff wishing to enter any TCDSB buildings.	March 24, 2020	Detailed protocol was being created to mitigate risk for any staff having to enter a TCDSB building.
Governance Continuity Considerations	Decisions related to the individuals required to attend a virtual Board meeting.	March 24, 2020	The Director, Chair, recording secretary and assistant recording secretary all required to attend the meeting in person.
Playground Signage	The creation of a plan regarding signage for all of the TCDSB playgrounds and sports fields.	March 26, 2020	Created signage and additional security to monitor high traffic areas/schools as a result of the TPH announcement.
Addressing Technology Needs for Students	Determining the best technology and the associated costs to the TCDSB to allow students to complete distance learning assignments (devices and internet capabilities).	March 26, 2020	Approval for the plan to purchase the appropriate devices for student use during the closure.
Protocol to Access TCDSB Schools	Review of the draft protocols for entry into TCDSB sites.	March 26, 2020	Revisions to the draft protocol is provided and sent to principals and teaching staff after consultation with the teacher unions.

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Communications to Stakeholders and Staff Regarding Phase Two	Review of parent letter regarding phase two. Review of a message to Board staff related to working at home during the closure.	April 2, 2020	Parent letter and communication to staff was sent out centrally through the Communications Department.
Technology Support for Parents	Consideration of a service support line for parents having difficulty with technology while supporting their child(ren) during distance learning.	April 7, 2020	Service Desk extend hours until 8pm and Website/Portal information will be available for parents having issues with technology at tcdsb.org/IT support.
Protocol for Access to the CEC	Development of a letter explaining the process for accessing the CEC.	April 7, 2020	Letter included stronger language as authorized by TPH.
Deferral of Lease Payments	Request to defer any required lease payments during the closure period.	April 7, 2020	Approved by EOC and lease holders will be notified.
Budget Consultation Survey	Discussion of allowing principals/staff to host a CSPC, OAPCE and CPIC meeting in a virtual environment to allow for budget consultation.	April 9, 2020	Allow principals to host virtual meeting for budget consultation. Staff to arrange virtual meeting for OAPCE and CPIC for input on the budget.

Business Continuity Plan

Key Decisions	Actions Undertaken	Date	Outcomes
Payroll continuing with operations online. All staff continuing to be paid with the exception of Daily Occasional staff.	2 week averaging payment processed on April 9th & 24 th , payrolls. In line with occasional/casual staff Payroll periods. Payroll Memo issued.	March 31, 2020	All outcomes are positive and are being processed in a timely manner according to Ministry and Canada Revenue Agency statutes and regulations.
Procurement activities continuing through online methods.	No new procurements unless required or does not require a site/bid meeting.	March 31, 2020	Some procurement will be delayed or cancelled, possible contract extensions.
Accounting activities continuing from home / online.	Ministry of Education March 31 st Consolidated Reporting Procedures completed and audited remotely by external auditors. Assisting schools with refunds and accounting remotely.	March 31, 2020	Electronic invoices and payments – paperless processing of transactions. Most school secretaries and principals accessing on-line banking services remotely.
Budget activities continuing as planned.	Budget survey issued as part of consultation plan. Waiting GSN Announcement	April 8, 2020	All aspects of budget process moving forward to meet Ministry deadlines.

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Increase IT Service Desk requirements to move organization to remote operations.	Upgraded Services Desk and switchboard phone system for remote work. Reassigned some field technicians to Service Desk. Configured and distributed 30+ laptops for payroll, HR, and others	March 31, 2020	Service desk hours increased until 8pm (from 5pm) and Service Desk staffing levels increased by approximately double by April 6 th
Manage IT Infrastructure to move organization to remote operations.	Deploy Global Protect VPN, set-up Zoom, re-org ICT management staff as necessary.	March 31, 2020	Data centre operations working as per normal with ability to respond to events such as power outages and hardware failures by March 17 th . Setup and tested Zoom and rolled on Week of March 23rd
Manage IT Systems to move organization to remote operations.	Transitioned SAP and SIS, and Development teams to 100% work from home. Supported AFL in development of gift card validation process. Created new class list report for teacher to get access to student contact data remotely.	March 31, 2020	All Back office systems (SAP, SIS, etc) working as per normal operations with staff supporting from home. Teachers able to complete “check and connects”. AFL able to process gift card requests
Review all Renewal Project activity to determine	Projects reviewed to determine urgent/health & safety work required –	Mar 30 - April 8	Projects will be delayed. Length and impact of delay will depend on length of closure.

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impacts of closure.	Spreadsheet developed to list and analyze projects.		Further report to be provided at May Board meeting.
Review all Capital Project activities to determine impacts of closure.	Regular online meetings with project architects and online Local Design Committee meetings. Review of Capital projects currently in construction phase to determine impact.	Ongoing since March 17	Some impacts to Capital Projects. Extent will be dependent on timing related to lifting of non-essential construction order.
Planning and Admissions move to online operations and begin planning process for an entirely online admissions process for following school year	Determining method for continuance of Registration process	March 31, 2020	Placement of all Priority 1 and 2 Elementary students and proceeding to clear waitlists for September 2020.
Real Estate to review rental payments to be consistent with TDSB and City of Toronto.	Deferral of all rental payments for all Tenants impacted by school closure	March 31, 2020	The deferral delays payment until schools are permitted to open and Tenants are able to resume providing their services.
Community Use of Schools to cancel permits.	All permits cancelled for duration of school closure. Sole exception is the continued permit for	Effective March 13, 2020	Daily permit refund threshold has been temporarily increased in order to manage daily

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	National Catholic Broadcasting Corporation for Daily Mass at Loretto Abbey.		influx of requests, can process full.
Transportation to remain on standby and deep clean buses.	Bus companies were paid 100% until end of March and 85% beginning on April 1, 2020 for the duration of the shutdown. Deep cleaning and disinfecting of the school bus fleet.	April 1, 2020	There is provision that all drivers are continued to be paid at 100% in order to ensure that the school bus fleet will be ready to resume service when schools re-open.
Custodial Services to continue with limited onsite services	Deploy custodial staff on a rotating basis to ensure limited coverage. Custodial staff to complete an entire walkthrough of school/site each scheduled day. Focus is directed on cleaning of exterior grounds; all debris is picked-up and disposed of.	On-going, daily weekly	School/site have custodial coverage each week and maintaining limited exposure to other.
Maintenance Services to continue with limited onsite services.	Monitoring/responding to daily security calls, open/broken doors, broken glass, security systems, break etc.	On-going, daily weekly	All TCDSB critical operations/infrastructure are being protected, and in proper running order. All emergencies are being attended to, eg.

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			Heat loss, pipe breaks, broken glass,

Principal and Staff Meetings

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Phase One from the Ministry of Education	Information posted for parents on the TCDSB website related to Phase One was discussed with principals.	March 24, 2020	Principals shared with their staff the details associated with the Ministry Phase One approach.
Learn at Home Resources	Discussion related to the Ministry created Learn at Home student resources for Phase One.	March 24, 2020	Information about the Learn at Home resources was shared centrally and principals shared the information with their staff.
Discussion about Phase Two and the Implementation of Distance Learning	General discussion with administrators about the components of Phase Two and the preliminary steps to implement distance learning.	March 24, 2020	Gathered input from administrators about issues related to implementing distance learning.
Check and Connect Strategy for Students	Discussion about the expectations on staff to implement the check and connect strategy with families of the TCDSB.	March 24, 2020	All families should be contacted by the end of the week as part of the check and connect strategy. Issue of incorrect parent contact information was discussed as well.
Check and Connect Strategy with Staff	Process for reaching out to staff members and checking in to ensure that administrators offer support to staff that may be having challenges.	March 24, 2020	Administrators will check in with staff in any appropriate manner. They will guide individuals facing challenges to seek appropriate support. To remind staff about the

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			Employee Family Assistance Program.
Vulnerable Family Check In	Administrators were reminded to check in with any vulnerable family as soon as possible. They were to note any immediate concerns and share the information with their area Superintendent.	March 24, 2020	Administrators would conduct a check in with vulnerable families and let the area Superintendent know of any immediate issues.
Cancellation of April Events	Shared information with administrators that all TCDSB events would be cancelled for April.	March 24, 2020	All TCDSB events for April are cancelled.
Self Care for Administrators	Reminder of the EFAP program applies to all administrators and their families as well.	March 24, 2020	Sharing information of support for administrators.
Zoom Meetings	Discussed the potential for licensing of Zoom software to conduct Principal meetings and also use of Zoom as a platform for staff meetings.	March 24, 2020	Zoom platform licensed for all staff for staff communication.
State of Readiness for Phase Two and Distance Learning	Discussion of essential components of a distance learning plan – needs of staff, information related to professional learning, barriers to implementation, addressing the barriers through creative problem solving, motivation of staff, communication to staff, monitoring the	March 30-April 3, 2020	Collected information and challenges from administrators related to the implementation of distance learning.

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	learning of the students and resources available to teachers and support staff.		
Principal Professional Development	Discussion of supports for administrators in implementing distance learning with staff.	March 30-April 3, 2020	Sharing of Google site for administrators that highlights use of D2L and Google Classroom to implement distance learning.
Role of Support Staff	Expectations for specialty teachers and support staff during phase two.	March 30-April 3, 2020	Discussions related to expectations for support staff and providing modifications and accommodations for distance learning.
Parent Survey related to Technological Needs	Discussed the parent survey that will provide details of those families that require devices and access to the internet.	March 30-April 3, 2020	Discussed details and gathered input from administrators related to the parent survey.
Privacy and Copyright	Outlined the expectations related to privacy and copyright concerns when providing distance learning lessons.	March 30-April 3, 2020	Central staff will be providing Zoom sessions and links on the TCDSB intranet outlining expectations for privacy and copyright.
TCDSB Daily Activities and Supports for Student Learning	Discussed the plan for the posting of daily activities for students for Phase One.	March 30-April 3, 2020	Central lessons were created and posted on the TCDSB public site to support the activities posted through the Ministry Learn at Home site.

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Staffing Process	Discussed the staffing timelines as per the collective agreements. Process for acquiring a long term occasional was also discussed.	March 30-April 3, 2020	More information to come related to this item.
Staff Meetings using Zoom	Process for utilizing the Zoom licensing to conduct staff meetings.	March 30-April 3, 2020	Confirmation of the licensing of the Zoom platform was confirmed to allow for staff meetings to be held virtually.
Access to Schools	Confirmation of a second opportunity for principals to gather items for distribution to teachers via the protocol established centrally.	April 6-8, 2020	Opportunity to access learning materials was provided using the established protocol. Special Education Assistive Technology (SEA) were also part of the protocol so students with special needs could obtain necessary devices and equipment. Secretaries were also able to obtain necessary devices to conduct work from home.
Distance Learning Implementation Plan	Discussion around items that were included in the document.	April 6-8, 2020.	Issues related to support staff, assessment, graduating students, guidelines for student work hours, professional learning opportunities and access to technology were all discussed as part of the plan.

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Equity Funding	Discussion of how administrators can utilize their equity funds to support vulnerable families. Also, the protocol for the distribution of grocery funds for families in need was also discussed.	April 6-8, 2020.	Finalized details to support the nutrition needs of vulnerable families through school equity funds and superintendents' equity reserve fund.
Translation Services	Process for accessing translators for check and connect were shared. Information related to translating parent letters was also shared.	April 6-8, 2020	All administrators became aware of the translation services available during distance learning.
Cancellation of all TCDSB May Events	Principals were informed that all TCDSB events and excursions for May would be cancelled.	April 6-8, 2020	All TCDSB events and excursions were now cancelled.



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	First Tabling	Review
April 6, 2020	April 23, 2020	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 4th.
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 13th, 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.