



**CUSAC  
Draft Minutes**

April 17<sup>th</sup>, 2014  
9:30 a.m. – 12:30 p.m.  
Committee Room B, 5050 Yonge St.

**Members Present:** Trustee Chris Glover (Co-Chair); Brian Keane (Co-Chair, Toronto Youth Development); Trustee Sam Sotiropoulos, Susan Fletcher (Applegrove Community Complex); Gerry Lang (Citizens for Life Long Learning); Judy Gargaro (Etobicoke Philharmonic Orchestra); Lynn Manning (Girl Guides of Canada, Ontario Council); Lorna Weigand (Middle Childhood Matters Coalition); Heather Mitchell (Toronto Sports Council); Melanie Stoughton (Central Services, Alt);

**TDSB Staff:** Ugonma Ekeanyanwu (Manager, Community Use of Schools); Kitty Leung (Facility Permitting Coordinator), Karen Meeson

**Regrets:** Doug Blair (North Toronto Soccer Club); Allison Boughner (Big Brothers and Big Sisters); Amanda Penrice (middlechildhoodmatters); John Long (Central Services Manager); Sam Glazer (Congregation Beth Haminyan); Carol Thames (Doorsteps); Iris Rivas (Salvation Army); Alan Hrabinski (Scarborough Basketball Association); Lesley Johnston (Social Planning Toronto); Leigh Coffey (YMCA of GTA); Julian Freeman (Grace Fellowship Church);

**Guests:** Jason Robinson, Mitchell Curci, Karen Somerville (East York Soccer Club);

**Recorder:** Vandana Bharti (Committee Assistant, Parent & Community Engagement Office)

Item	Information/Discussion	Action/Recommendation
<b>1. Welcome and Introductions</b>	Co-Chair Keane called the meeting to order at 9:41 am and welcomed everyone. Members introduced themselves. .	
<b>2. Approval of Quorum</b>	Quorum was achieved and approved.	
<b>3. Approval of Agenda</b>	The agenda was approved with amendments and discussion: <ul style="list-style-type: none"> <li>▪ Item #5 Deputation of Permit Fees was deferred</li> <li>▪ Item # 6 CUSAC Membership Working Group Update was changed to CUSAC Terms of Reference Working Group Update</li> <li>▪ Item number #9 “Service Delivery Information” there was discussion as to whether it should be tied in with Partnerships. It resulted in the invitation for Trustee Dandy to attend the next meeting to discuss</li> <li>▪ Delete Item #11 Marketing Use of Schools</li> </ul>	
<b>4. Approval of March 20<sup>th</sup>, 2014</b>	Minutes were approved with amendments:	Note: Ms. Johnson and Ms.

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<b>Minutes</b>	~ Item no. 7, 4 <sup>th</sup> paragraph change to Lorna’s statement be changed to Parents should have equal access to schools. The board should be equalizing the costs of the schools.	Gargaro are present in the meeting.
<b>5. Deputation of Permit Fees</b>	<b>Deferred</b>	Vandana to invite Dana Ben Halim to next meeting and let her know that she was on the Agenda.
<b>6. CUSAC Terms of Reference Working Group Update</b>	<p><b>Revised Terms of Reference</b> Lynn &amp; Judy had sent an updated letter to the group, and with the changes to the Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Item #2 <b>Membership:</b> <ul style="list-style-type: none"> <li>▪ <b>(A)</b> Add that Trustees combined hold one vote on the committee;</li> <li>▪ <b>(B)</b> Change thirteen members to fourteen community representatives with 14 votes.</li> <li>▪ <b>(D)</b> Change the ratio from 14:13 to 15:14</li> <li>▪ <b>Create categories (e) &amp; (f)</b> to the last two points under membership</li> <li>▪ <b>(E) Grammatical</b> changes to be made to ensure that all the verbs are the same “tense”, along with reformatting</li> </ul> </li> <li>2. Item #4 <b>Committee Structure:</b> <ul style="list-style-type: none"> <li>▪ <b>(C)</b> Remove the first two points</li> </ul> </li> <li>3. Item #5 <b>Election of members:</b> <ul style="list-style-type: none"> <li>▪ <b>First bullet</b> change Thirteen to Fourteen Members</li> <li>▪ <b>Third bullet</b>, second sentence, change six (6) to seven (7) will come up for election in year B.</li> <li>▪ <b>Third bullet</b>, second bullet, last line change (1) to (2) additional members</li> </ul> </li> <li>4. Item #6 <b>Quorum:</b> <ul style="list-style-type: none"> <li>▪ <b>(B.)</b> change 2 is 14 to 2 is 15</li> </ul> </li> <li>5. Item #7 &amp; 8 <b>Meetings &amp; Minutes:</b> <ul style="list-style-type: none"> <li>▪ Switch bullet (c) in item 7 with bullet (c) in item 8, with changes to the wording</li> </ul> </li> <li>6. Item #9 <b>Administration:</b> <ul style="list-style-type: none"> <li>▪ <b>(A.)</b> Change part time staff Coordinator to Committee Assistant</li> <li>▪ There was discussion about removing point (b) but decided to leave it in.</li> <li>▪ Add category (d) Members must submit any documents to be printed 48 hours prior to</li> </ul> </li> </ol>	Lynn & Judy to clean up document and share with the committee.

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	<p>the meeting.</p> <p>7. Item #11 <b>Communicating Advice to the Board or Staff:</b></p> <ol style="list-style-type: none"> <li>1) Add letters to the point in this section</li> <li>2) <b>(C)</b> Add that CUSAC will report to committee on an ad hoc basis</li> <li>3) Remove (f) repetitious of (b)</li> </ol> <p>It was decided to take the changes offline and move on with the agenda Lynn &amp; Judy will make the required changes and will distribute the revised terms at the next meeting.</p>	
<p><b>7. Focus on Youth Letter of Support</b></p>	<p>The letter was approved with the following amendments:</p> <ul style="list-style-type: none"> <li>▪ Move the list of organizations to the bottom of the letter.</li> <li>▪ Find out the correct titles for the Premiere and include the proper title for Ministers</li> <li>▪ At the bottom of the letter Cc the name of the Children and Youth Services Minister responsible for Women’s issues – Teresa Piruzza</li> </ul>	<p>Vandana to make the changes to the letter.</p>
<p><b>8. Steam Plant Schools Updated Information</b></p>	<p>~ Kitty Leung prepared a handout and distributed the list to the group.</p> <ul style="list-style-type: none"> <li>▪ The list was divided by <b>A.</b> Northwest <b>B.</b> Southwest <b>C.</b> Southeast <b>D.</b> Northeast</li> <li>▪ B7 has a high portion of Steam Plant Schools</li> <li>▪ B8 half of the schools have Steam Plant Schools</li> <li>▪ A04 and A01 the portion is higher than others</li> </ul> <p>~ Kitty reminded the committee that the board passed this motion and her role is to implement the approvals. Not sure what she can do now that it is passed and at the implementation stage.</p> <p>~ The committee felt that these discussions were passed in the absence of full information which was requested by Allan on several occasions and not provided. Susan asked if it was possible to ask the board to amend the following <b>A.</b> To remove from the list those Steam Plant schools that operate community recreational centres as they already have an engineer on duty and <b>B.</b> Come up with a definition of neighbourhoods with a high number of steam plant schools. Trustee Glover wanted to know the difference of the cost for a regular custodian vs. the cost for the specialized custodian.</p> <p>When a Steam plant school is being used it must run for a minimum of 8 hours which is not the case with a regular boiler which can run for 3 hours. The union requirements are that every steam plant engineer works for a minimum of 8 hours. There was a question as to how many caretakers are actually certified, the response was that that information is not easily obtained but it was noted that the TDSB is 20 short of what is needed to run the buildings. In many cases, like elementary schools, the head caretaker is the only one available to work the shifts which increase the cost. Due to shared overtime it is mostly senior staff that work steam plant</p>	

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	<p>schools.  Jason asked if the 7% surcharge could be removed for the use of the Steam plant schools and Kitty explained that the surcharge was implemented to encourage permit holders to book non steam plant schools and/or to combine programs. One option would be to redefine what is a localized school which could increase permit holder's options.  There was a request to expand the list and show the 5 families of schools that have 50% steam plants schools for review. Judy mentioned that it is important to find if the alternate schools have space and their current usage. <i>For e.g. Martin Grove is an alternate option but they are booked solid so in reality it is not.</i>  Lorna suggested that they should decide what questions to ask in advance for example:</p> <ol style="list-style-type: none"> <li>1. Names of the schools</li> <li>2. Location (how close are they to each other)</li> <li>3. Permitting</li> <li>4. How fully booked are they</li> </ol> <p><b>Recommend that the TDSB Board review additional cost for steam schools and consider making it more affordable.</b>  Lynn suggested that they hold off on making any recommendations while CUSAC explores the full impact of the decision.  <b>MOTION:</b>  1. Steam Plant Schools at community recreation centres be removed from recommendation #4  2. Delay implementation of Recommendation #4 while the board fully reviews and investigates the issues around the steam plant schools and staff to fully analyze the impact of implementation.  3. Provide the parameters that need to be analyzed</p> <p>Motion was carried by 7 members</p> <p><b>There were suggestions on how to present the spreadsheet.</b></p> <ol style="list-style-type: none"> <li>1. Put an * beside the FOS that have a disproportionate number of steam plants schools, it will draw more attention when highlighted</li> <li>2. Remove the PSI schools column as it is not relevant to the discussion</li> <li>3. Add explanation of CRC and PSI schools as it would be good information for the Trustees to have.</li> </ol>	<p>Kitty to revise the spreadsheet and bring it next meeting.</p> <p>Trustee Glover will send the background information to Vandana</p> <p>Lynn to send list to Vandana</p>
<p><b>9. Service Delivery Information</b></p>	<p>Lorna would like the service integration and partnerships discussed earlier in the year and on the agenda to have a complete discussion. She would like to have Rosalee Bender come in and</p>	<p>Diane Dyson will coordinate with Trustee Dandy and</p>

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	<p>talk to the group. She can educate the group on useful information like how many partnerships are using the program.</p> <p>There was a discussion on daytime usage at schools Kitty mentioned that she would not be able to report on it as daytime usage does not always come through as permits and therefore she could not speak accurately on the topic. Ugonma clarified to the group that Full Service schools still have programs running the only difference is before there was a full department supporting it and now they have no TDSB support, but are being supported by PSI.</p>	<p>invite her to the next CUSAC meeting</p> <p>Add Ugonma and Susan to the next agenda to discuss full service schools</p> <p>Add to Agenda items a box where we can check off items when they have been completed.</p>
<p><b>10. CAC Review Update</b></p>	<p><b>Impact and Implications:</b></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>a) Standardize the structure and mandate of the committees ~ specifically membership. How members are appointed to the committees</li> <li>b) Request for Annual general meeting which will require: <ul style="list-style-type: none"> <li>a. Terms of Reference</li> <li>b. Work Plan be created and revised</li> </ul> </li> <li>c) Some form of standard orientation to Committees ~ there will be some implications for the Terms of Reference for CUSAC especially the meetings and membership</li> <li>d) This will be rolled out by the fall; the Community Advisory Committee Handbook will be revised to reflect the changes approved by the board.</li> </ul> <p><b>Q.</b> Judy asked in regards to the Terms of Reference should they wait until Parent Engagement office gives the okay before voting?</p> <p><b>A.</b> Yes</p> <p>Lorna mentioned that it had been suggested that all the committees come together and discuss their committee's initiatives to see if there are any synergies and they can collaborate their efforts. Michelle mentioned that the Social Media, Google docs and meeting attendance are being reviewed.</p> <p>Brian mentioned that we can invite the other committees to our general AGM meeting, which they are aiming to have in November 2014 to prepare for January 2015.</p> <p>Judy wanted to know if CUSAC's current Terms of Reference were valid especially in regards</p>	<p>Michelle will send out items that were discussed</p>

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	<p>to B 13 where they appoint members to the committee and not vote them in. Michelle explained that committees can explain their processes/appointment processes as other committees have. It was pointed out by Lynn that the TDSB is the only board with a CUSAC committee. Lynn asked the if the latest revision of the Terms of Reference need to be approved by the Parent and Community Engagement office.</p>	
<p><b>11. Marketing Community of Schools</b></p>	<p>There was clarification required as to why this item was back on the Agenda as Ugonma provided the group with an update on the marketing materials and showed the group some of the materials in the last meeting. Lorna explained that in the past the marketing has been about PSI and not about the broader use of schools and programs. Ugonma responded that the decision was made to focus on the PSI schools because at the time the decision was made the board was in a deficit. Lorna felt that the committee should be able to see the materials prior to them being printed. Ugonma explained that the design is finished but due to the new TDSB design it is in backlog.</p> <p>It was decided that a communication person should be at the next CUSAC meeting to address the following points:</p> <ol style="list-style-type: none"> <li>1. New rate structure and how they will be communicated</li> <li>2. Promoting of the Community Use of Schools and how it relates to PSI</li> <li>3. Permit statement : Trustee Glover will bring statement to next meeting</li> </ol>	<p>Ugonma/Vandana invite someone from Communications next CUSAC meeting</p> <p>Trustee Glover will bring a copy of the Permit statement to next meeting</p> <p>Lynn and Trustee Glover to bring opening our door marketing materials</p>
<p><b>12. Trustee Update</b></p>	<p><b>PRO Grant</b> is due next month</p> <p><b>Visions of Action</b> includes special education which wants to be more centralized. SEAC and PIAC are very interested and want to ensure that is makes sense for kids. 50% of the kids are already integrated into regular classrooms. They are not sure if there are any cost implications, there is more information to come and the committee will be updated accordingly.</p> <p><b>Mental Health Learning Module</b> All TDSB employees must complete, there is time for the completion but everyone must participate.</p> <p><b>Pride Update</b> there were 2 motions regarding pride</p> <ol style="list-style-type: none"> <li>1. Trustee Sam Sotiropolous asked the Mayor to enforce the laws of public nudity during the pride parade: The motion was denied as they were informed that Pride runs their own parade.</li> </ol>	

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	<p>2. The board voted to continue endorsing the Pride celebrations</p> <p><b>Criminal Background Checks</b> There is a recommendation to the board that all volunteers have the background check done. There are some concerns like cost implications and objection from the parents that only volunteer once or twice a year. In addition there were some cultural issues from other countries. The Board voted to send it back to staff for more consultation.</p>	
<p><b>13. Other Business</b></p>	<p><b>Permits for Fields</b></p> <ul style="list-style-type: none"> <li>▪ The City of Toronto is releasing the permits for the fields and the competition is huge.</li> <li>▪ There are issues like the quality and size of the fields available.</li> <li>▪ John Long sent a letter to the committee clarifying that non - staff is not permitted to do stuff BUT if the work order was sent and the work has not been completed then they can go ahead and fix it.</li> <li>▪ The city enforced a 5% discount for any organization using the field for 16 weeks consecutively.</li> <li>▪ They are not sure if the field will be ready for May 1<sup>st</sup>, 2014</li> </ul> <p><b>To be added on the agenda</b></p> <ul style="list-style-type: none"> <li>▪ FOY investigation – report is pretty much done</li> <li>▪ Achieving Excellence – Susan to find out if there is a staff person in a policy position that can report on it</li> <li>▪ <b>Apple</b>grove after school program – as of Tuesday April 22<sup>nd</sup> there will be a kindergarten class using that space. Which results in permit users losing 15 minutes a day, they want to know how much and where is FDK impacting CUS.</li> </ul>	<p>Susan to find out if there is a staff person in a policy position that can report on Achieving Excellence</p>
<p><b>14. Adjournment</b></p>	<p>The meeting was adjourned at 12:50 pm by Co-Chair Brian Keaney.</p>	
<p><b>15. Next Meeting</b></p>	<p>Next meeting date: May 22<sup>nd</sup>, 2014</p>	

