



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Building Brighter Futures Together at the Ottawa-Carleton District School Board



Camille Williams-Taylor
Director of Education/
Secretary of the Board

Lynn Scott
Trustee Zone 1
Chair of the Board

Nicole Guthrie
Manager of
Board Services



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

BOARD MEETING AGENDA

Tuesday, 25 February 2020

**6:30 p.m. In Camera
7:30 p.m. Public Meeting**

**Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario**

Prasith Wijeweera
Student Trustee

Ganaabouté Gagné
Student Trustee

Lyra Evans
Trustee Zone 9

Keith Penny
Trustee Zone 8

Jennifer Jennekins
Trustee Zone 7

Justine Bell
Trustee Zone 10

Mark Fisher
Trustee Zone 11

Sandra Schwartz
Trustee Zone 12

Chris Ellis
Trustee Zone 6

Rob Campbell
Trustee Zone 5

Wendy Hough
Trustee Zone 4

Donna Blackburn
Trustee Zone 3

Christine Boothby
Trustee, Zone 2

For further information on this agenda or how the Board meeting works, please contact
Nicole Guthrie, Manager of Board Services at (613) 596-8211 ext. 8643 or

nicole.guthrie@ocdsb.ca

ABOUT THE BOARD:

- The Board of Trustees is the formal decision making body of the Ottawa-Carleton District School Board. For the 2019-2020 school year, the Board is scheduled to meet on the fourth Tuesday of the month, during the school year at 7:30 pm.

ABOUT THE BOARD AND COMMITTEE MEETING AGENDAS:

- The Ottawa-Carleton District School Board posts complete Committee of the Whole, public agendas and reports on the website at least ten days prior to the respective meeting.
- Meeting agendas and reports for Board meetings is posted on the website on the Friday prior to the respective meeting.
- For more information on schedules and agendas please see https://ocdsb.ca/board/board_meetings.

HOW TO APPEAR AS A DELEGATION OR ASK A QUESTION AT A MEETING:

- The following rules apply to members of the public who would like to address the Board at a public meeting:
 - If registered by the Thursday prior to the meeting, providing a written submission, and a first appearance on the subject, (up to a 4 minute delegation); or
 - If registering prior to the start of the meeting using the sign-up sheet (up to a 2 minute delegation).
- To pre-register your delegation, you must submit a written statement to Nicole Guthrie on your issue by 4:00 pm on the Thursday prior to the release of the agenda package. Your written statement will be included in the agenda package. If you would like to pre-register, please contact Nicole Guthrie, Manager of Board Services at (613) 596-8211, ext. 8643, or nicole.guthrie@ocdsb.ca
- At the beginning of each Board meeting, a maximum of 20 minutes will be allotted for delegations.

PURPOSE OF IN CAMERA MEETINGS:

- Under provincial law, *“A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:*
 - (a) the security of the property of the board;*
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;*
 - (c) the acquisition or disposal of a school site;*
 - (d) decisions in respect of negotiations with employees of the board; or*
 - (e) litigation affecting the board.”*

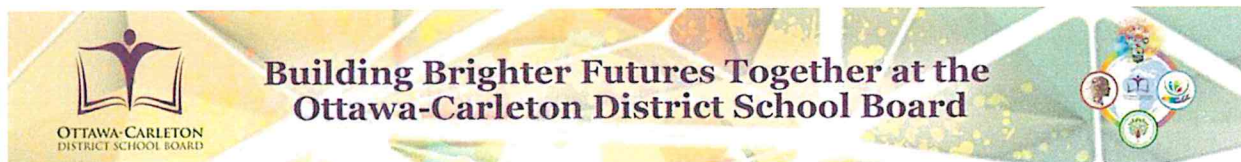


BOARD PUBLIC AGENDA

Tuesday, February 25, 2020, 7:30 pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario

	Pages
1. Call to Order -- Chair of the Board	
2. Approval of the Agenda	
3. Evidence of Practice - Dorothy Baker	
3.1 Report 20-023, Evidence of Practice, Vimy Ridge Public School (D. Baker, ext. 8886)	1
4. Report from the Board (In Camera)	
5. Briefing from the Chair of the Board	
6. Briefing from the Director	
7. Delegations	
8. Matters for Action	
8.1 Confirmation of Board Minutes:	
a. 28 January 2020, Board	5
b. 18 February 2020, Special Board	49
8.2 Business Arising from Board Minutes	
8.3 Receipt of Committee of the Whole Report, 4 February 2020	51
<i>No recommendations</i>	

8.4	Receipt of Committee of the Whole Budget Report, 4 February 2020	55
	<i>Approval of Recommendations</i>	
	a. Revised Estimates 2019-2020	
8.5	Receipt of Committee of the Whole Report, 18 February 2020	65
	<i>Approval of Recommendations</i>	
	a. School Year Calendar	
	b. John Young Elementary School Interim Accommodation Measures	
	c. Extended Day Program Daily Fee Rate	
	d. Early Learning Department - Lead Supervisor	
	e. Revision to P.074.GOV Computer Network Security	
8.6	Non-Consent Items	
9.	Matters for Discussion	
	9.1 Report from OPSBA Representatives (if required)	
10.	Matters for Information	
11.	New Business -- Information and Inquiries	
12.	Adjournment	



BOARD Report No. 20-023

25 February 2020

Evidence of Practice – Vimy Ridge Public School

Key Contact: Dorothy Baker, Superintendent of Instruction
613-596-8211 ext. 8886

PURPOSE:

1. To present to trustees an evidence of practice from Vimy Ridge Public School (PS) that focuses on their commitment to environmental stewardship. This report provides examples of how one school has approached this commitment, featuring many practices being replicated in a variety of ways across the District. These practices support the outcomes of the Strategic Plan 2019-2023 and most importantly illustrate the school wide dedication to a common goal identified by the school community. The evidence of practice presented will highlight the particular initiative taken on by the Grade 5 classes.

CONTEXT:

2. Schools across our District participate in a variety of initiatives that are illustrative of the commitment to environmental stewardship. These include, in part, recycling and composting programs, Eco-School certification, community partnerships, gardens and greenhouses, and participation in local clean up initiatives. In the 2018-2019 school year, the Vimy Ridge PS community identified a desire to bring a dedicated school wide focus to environmental awareness. With support from the school council and staff, Vimy Ridge PS began a partnership with the South Nation Conservation Authority to launch this commitment to building awareness of environmental issues by engaging students, families and the broader community in learning about the importance of environmental stewardship. Since that time, students have expanded their knowledge and efforts to demonstrate their continued commitment in a variety of ways which incorporate elements of experiential opportunities, curriculum and OCDSB Exit Outcomes connections, community partnerships, and civic engagement.

KEY CONSIDERATIONS:

3. In the spring of 2019, students from kindergarten to grade 8 at Vimy Ridge PS participated in a program called Stream of Dreams sponsored by the South Nation Conservation Authority. Stream of Dreams is a whole school eco-education program that educates communities about their local watershed, rivers

and streams. Through links to the Ontario Science curriculum, with a particular focus on the environment and art, the goals were to encourage behavioural change to conserve and protect water and become stewards of fish and aquatic life, to empower youth to make a positive environmental impact, and to create a community art legacy by and for the whole community. Through workshops, students learned about the integrated nature of water quality, treatment, fisheries, and the water cycle. Students culminated their learning by creating a community mural on the school fence, showcasing individually painted wooden fish, to symbolize their commitment to the environment and to use as an opportunity to share with family and the broader community what they have learned. An outcome of participation in this program was the desire to move from awareness to action.

4. In this 2019-2020 school year, students have expanded their efforts in the following ways:
 - All students have been committed to recycling, composting, and participating in Clean up the Capital;
 - Primary - kindergarten students have been involved in tree planting. Grade 1 and 2 students are growing seedlings. Primary students are planning a raised butterfly garden;
 - Junior students are assisting with the coordination of recycling and composting. Grade 5 students have participated in the creation of an outdoor roof garden which involves planning, planting, maintenance and sustainability. They are using science and mathematical concepts and skills to create the garden and are learning how to make it productive and sustainable; and
 - Intermediate students continue to partner with the South Nation Conservation Authority in learning about how to care for the wildlife in their community. This spring, they will be exploring the watershed to deepen learning about environmental impacts of keeping it healthy and sustainable.
5. From a broader school perspective, in this 2019-2020 school year, the school council successfully applied for a City of Ottawa grant for a greening of the school yard. This spring, several trees will be planted and to ensure viability, families will be invited to 'Adopt a Tree' and care for them over the summer and ensuing school year.

RESOURCE IMPLICATIONS:

6. Costs incurred have been resourced through the school, voluntary student contributions, school council funds and central funds for experiential learning. Additionally, there has been support from the central experiential learning Coordinator and a volunteer landscape architect whose assistance has been instrumental in establishing the rooftop garden.

STRATEGIC LINKS:

7. The focus on environmental stewardship at Vimy Ridge PS comprises elements that support the three pillars of the Strategic Plan for 2019-2023. Students are exploring innovative and inquiry based projects in a safe and caring learning community. They are committing to, and participating in activities that allow them to be learning through their passion about the environment.

GUIDING QUESTIONS:

- What additional supports and resources would be helpful in moving the commitment to the environment forward?
- How might learning be shared among school communities?



Dorothy Baker
Superintendent of Instruction



Camille Williams-Taylor
Director of Education and
Secretary of the Board



BOARD PUBLIC MINUTES

**Tuesday, January 28, 2020, 7:30 pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario**

- Trustees: Donna Blackburn, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Lynn Scott
- Staff: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Dorothy Baker (Superintendent of Instruction), Mike Carson (Chief Financial Officer), Mary Jane Farrish (Superintendent of Instruction), Eric Hardie (Superintendent of Instruction), Michele Giroux (Executive Officer, Corporate Services), Janice McCoy (Superintendent of Human Resources), Shawn Lehman (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Program and Learning K-12), Richard King (Principal, John McCrae Secondary School), Richard Sinclair (Manager of Legal Services and Labour Relations), Nicole Guthrie (Manager of Board Services), Darcy Knoll (Communications Coordinator), Susan Baker (Acting Senior Board Coordinator)
- Guests: Erica Braunovan (former Trustee, Zone 10), and students from John McCrae Secondary School

1. Call to Order -- Chair of the Board

Chair Scott called the public meeting to order at 7:30 p.m. She acknowledged that the meeting is taking place on unceded and unsurrendered Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of the Agenda

Moved by Trustee Hough, seconded by Trustee Lyra Evans,

THAT the agenda be approved.

Carried

3. Report from the Board (In Camera)

Vice-Chair Penny reported that the Board met in camera earlier in the evening and there are no recommendations.

4. Presentation to Erica Braunovan

Chair Scott invited former Trustee Erica Braunovan to come forward. She acknowledged Trustee Braunovan's caring and dedicated service to the Board as a trustee from 2014 to 2019. Trustee Braunovan advocated for students considered to be at risk. She always stayed in touch with her communities and brought their concerns to the Board. Among her accomplishments was the rebuild of Broadview Public School and the addition to Elmdale Public School. Trustee Braunovan was elected Vice-Chair of the Board for two terms. On behalf of the Board, and children and families whose lives she touched, Chair Scott thanked Trustee Braunovan for her service.

Director Williams-Taylor noted that Trustee Braunovan's impact on staff and fellow trustees through her work on the Board's strategic plan and in the community has been considerable. On behalf of staff, Director Williams-Taylor thanked Trustee Braunovan for her service.

5. Evidence of Practice - Shawn Lehman

5.1 Report 20-018, Evidence of Practice (S. Lehman, ext.8391)

The Board had before it Report 20-018 presenting information on John McCrae Secondary School's experience in demonstrating evidence of practice in the 2019-2023 Strategic Plan areas of the "Culture of Innovation" and the "Culture of Social Responsibility".

Superintendent Lehman invited Principal King and students from John McCrae Secondary School to make their presentation on their "Impact Now" project.

The project involved students enrolled in two courses, Child Development and Gerontology, and Interdisciplinary Studies, that ran consecutively each afternoon. The learning environment encourages collaboration, inquiry and student engagement. The students participated in community activities and visited other schools in the area to learn about their particular areas of interest. They also participated in cooperative learning and work experience placements in a retirement home. The project leveraged technology for learning through the creation of a podcast, writing a blog, and making a video of a visit to a retirement home.

One student spoke about his experience working in a General Learning program where he was motivated to learn and could see the impact of what he was doing every day.

Another student spoke about fundraising activities for students at risk that led to a summer job.

A student who had a work placement in a retirement home learned about discussions and activities with the residents from a personal support worker.

During the ensuing discussion, the following points were noted.

- This two-credit program has been running for three years;
- The school is considering expanding the program next year to offer three or four credits;
- Students indicated that having control over the types of activities in which they could participate built on their strengths and led to their engagement and success in the program;
- Work experiences helped some of the students determine what they might do in the future; and
- Some students were able to find opportunities outside of their coursework that they could count towards their required volunteer hours.

Trustee Blackburn thanked the students for their work and presented them with a token of appreciation.

6. Briefing from the Chair of the Board

Chair Scott advised that health authorities in Canada and around the world are monitoring the situation regarding the Novel Coronavirus and that parents and guardians may have questions about how this will be managed in schools. She advised that the OCDSB takes guidance regarding health matters from federal and provincial health authorities and Ottawa Public Health. Parents are asked to follow these official sources for the latest updates on the Novel Coronavirus. The District continues to remind students daily to use proper handwashing techniques. According to Ottawa Public Health, the risk is still low for Canada. Further information is available on the District's website.

Chair Scott noted that parents are invited to attend a free Speaker Series event with Ottawa Public Health on the topic of vaping on Thursday, 6 February at 7:00 pm at Sir Robert Borden High School. The session will provide parents with facts on vaping, vape products, health effects and actions the District is undertaking in schools.

Chair Scott advised that 29 January 2020 is Bell Let's Talk Day, which provides an opportunity to reflect on mental health issues. Building a culture of caring comes with an understanding that mental health and well-being are fundamental to student success and supporting our staff. Students, staff and community

members are encouraged to take advantage of mental health resources available in the school, workplace or throughout the city.

Monday, 27 January 2020 marked not only Holocaust Remembrance Day but also the 75th anniversary of the liberation of Auschwitz-Birkenau concentration camp. It is a reminder of one of the darkest chapters in human history and the importance of standing united against antisemitism, bigotry and hatred.

7. Briefing from the Director

Director Williams-Taylor advised that the Elementary Teachers' Federation of Ontario (ETFO) announced that unless an agreement is reached, it will further escalate strike action. Effective 3 February 2020, ETFO members will no longer participate in any extracurricular activities. They will also be holding a series of rotating strikes. Full-day walkouts are currently planned on both Wednesday, 5 February and Thursday, 6 February 2020. If this takes place, all OCDSB elementary schools will be closed to students on these days. This includes students in grade 7 and 8 attending schools with grades 7-12. Parents of elementary students were advised to make plans for childcare for both strike days. Secondary schools will remain open and students in grades 9 to 12 are expected to attend school.

Director Williams-Taylor advised that, last week, parents were advised that, as a result of the current labour action, term one elementary report cards will not be issued to students in kindergarten to grade 8. Students in grades 9-12 will continue to receive report cards as scheduled. The report cards will include marks but no comments, as the provision of comments is struck work by the Ontario Secondary School Teachers Federation (OSSTF). If parents have any questions regarding their child's progress they should contact the school.

Director Williams-Taylor noted that February is Black History Month. It is a time to celebrate Black culture and reflect on the significant contributions Black Canadians have made to build Canada. The OCDSB is committed to promoting equity and inclusion. The District believes that honouring the rich cultural diversity within its communities will help to dispel harmful biases and enlighten our understanding of each other. The District will be focusing on Black History Month. Schools will be hosting speakers and holding events. In the classroom, students will also be discussing Black history, culture, race and equity.

Director William-Taylor advised that nominations are now open for the 2020 Ontario Teachers Insurance Plan (OTIP) Teaching Awards. These awards recognize teacher excellence in publicly funded education. Anyone may submit a nomination. To learn more and nominate a teacher, visit: teachingawards.ca

Last week, the Ontario Public School Boards' Association honoured Trustee Lynn Scott with its President's Award, which recognizes 25 years of service in public education. Director Williams-Taylor congratulated Trustee Scott on this

worthy achievement and thanked her for her dedication to serving students in the Ottawa-Carleton District School Board.

8. Delegations

There were no delegations.

9. Matters for Action

9.1 Confirmation of Board Minutes:

9.1.a 17 December 2019, Board

On a motion by Trustee Hough, seconded by Trustee Campbell,
THAT the minutes of the Board meeting of 17 December 2019 be confirmed.

Chair Scott advised that she has provided some corrections to Board Services prior to the meeting.

On a motion by Trustee Hough, seconded by Trustee Campbell,

THAT the minutes of the Board meeting of 17 December 2019 be confirmed, as amended.

Carried

9.1.b 7 January 2020, Special Board

On a motion by Trustee Hough, seconded by Trustee Lyra Evans,

THAT the minutes of the Special Board meeting of 7 January 2020 be confirmed.

Carried

9.2 Business Arising from Board Minutes

There was no business arising from the 17 December 2019 and 7 January 2020 Board minutes.

9.3 Receipt of Committee of the Whole Report, 7 January 2020

Moved by Trustee Penny, seconded by Trustee Campbell,

That the report from Committee of the Whole dated 7 January 2020 be received.

Carried

9.3.a Consultation Plan for Draft Policy P.142.SCO Child Sexual Abuse Prevention

Moved by Trustee Boothby

Seconded by Trustee Penny

THAT the consultation plan for draft policy P.142.SCO, Child Sexual Abuse Prevention, attached as Appendix B to Report 20-005, be approved, as amended. (Attached as Appendix A)

A recorded vote was held and the motion was carried unanimously by those present:

FOR: Trustees Boothby, Blackburn, Hough, Campbell, Ellis, Fisher, Penny, Lyra Evans, and Scott (9)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

9.3.a.a Supplemental Information: Memo 20-011, Updates to Consultation Plan for Child Sexual Abuse Prevention

Memo 20-011, Updates to Consultation Plan for Child Sexual Abuse Prevention, was provided for information.

9.4 Receipt of Committee of the Whole Report, 21 January 2020

Moved by Trustee Penny, seconded by Trustee Hough,

That the report from Committee of the Whole dated 21 January 2020 be received.

Carried

9.4.a Facilities Renewal Program and School Condition Improvement 2019-2020 Project Plan

Moved by Trustee Blackburn

Seconded by Trustee Penny

A. THAT the Facilities Renewal Program and School Condition Improvement Project budget in the amount of \$95,384,538 as detailed in Appendix B of Report 20-009 be approved; (Attached as Appendix B)

- B. **THAT staff be authorized to proceed with individual project tenders within the Facilities Renewal Program and School Condition Improvement Project plans;**
- C. **THAT as projects are tendered, based on bid results, or as priorities change, additional projects may be added or removed to suit the availability of the overall budget and these additional projects will be able to proceed without further approval as long as the total overall FRP/SCI budgets are not exceeded; and**
- D. **THAT the Chair of the Board and Director of Education are authorized to award contracts above \$500,000 that are within this overall available uncommitted approved budget.**

A recorded vote was held and the motion was carried unanimously by those present:

FOR: Trustees Boothby, Blackburn, Hough, Campbell, Ellis, Fisher, Penny, Lyra Evans, and Scott (9)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

9.4.b Updates to Policy P.137.SCO Concussion Management

Moved by Trustee Hough

Seconded by Trustee Penny

THAT the proposed revisions to P.137.SCO Concussion Management, attached as Appendix B to Report 20-006, be approved. (Attached as Appendix C)

A recorded vote was held and the motion was carried unanimously by those present:

FOR: Trustees Boothby, Blackburn, Hough, Campbell, Ellis, Fisher, Penny, Lyra Evans, and Scott (9)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

9.4.c Minor Revisions to Policy P.121.GOV Accessibility

This item was a non-consent item and when dealt with later in the meeting, the following discussion ensued.

An amendment moved by Trustee Campbell, seconded by Trustee Ellis,

THAT a new section be added as section 4.4: "No a priori distinctions between categories of service animal shall be made and each request to allow for support by a service animal shall be considered objectively with respect to safety, manageability, and need, taking full account of documented professional rationale and prescription in critical support of either well-being or learning."

Trustee Campbell noted that the Ministry of Education Policy/Program Memorandum (PPM) No. 163 directs that, in addition to dogs, other therapeutic and emotional service animals also be recognized. The District's procedure on service animals indicates that animals other than dogs be considered in exceptional circumstances. He suggested that all service animals should be given the same consideration.

Superintendent Symmonds advised that staff would assess whether a service animal would be appropriate to meet the needs of the student without jeopardizing the safety of other students and staff in the school. Service dogs have licencing, vaccinations, and veterinarian certifications.

Trustee Blackburn noted that this issue was discussed at the Special Education Advisory Committee. She expressed the opinion that considerable time would be required to assess every request for non-canine service animals.

Trustee Fisher expressed the view that the amendment could create a more permissive environment for non-canine service animals.

Trustee Ellis noted that the amendment would allow staff discretion if a service animal would cause safety issues. He added that he would not wish to disenfranchise a child whose anxiety needs would be met by a non-canine service animal.

Trustees Lyra Evans and Hough noted that if a medical professional deems a non-canine service animal is required to meet a student's needs, then it should be permitted.

Trustee Penny assumed the chair when Chair Scott wished to speak.

Trustee Scott noted that the policy clearly states that animals other than dogs can be service animals. She expressed the view that as the amendment aligns with the intent of the policy, it is not required.

Trustee Campbell submitted that the amendment provides clarification. He expressed the opinion that the procedure for service animals is prejudicial as animals other than dogs would only be considered in exceptional circumstances. He noted the importance of importance of allowing service animals that provide emotional support.

An amendment moved by Trustee Campbell, seconded by Trustee Ellis,

THAT a new section be added as section 4.4: "No a priori distinctions between categories of service animal shall be made and each request to allow for support by a service animal shall be considered objectively with respect to safety, manageability, and need, taking full account of documented professional rationale and prescription in critical support of either well-being or learning."

Carried

A recorded vote was held and the amendment was carried on the following division:

FOR: Trustees Boothby, Hough, Campbell, Ellis, Penny, Lyra Evans, and Scott (7)

AGAINST: Trustee Fisher (1)

ABSTENTION: Trustee Blackburn (1)

Trustee Fisher encouraged Board members and staff to investigate definitions of service animals that treats them differently in disability law. Staff advised that the procedure meets the spirit of the PPM and aligns with the policy.

Trustee Lyra Evans expressed support for the motion, as amended, and noted that emotional support animals are just as important as service dogs to enable students to learn.

Trustee Blackburn noted that she has not heard whether the federations have commented on the impact of non-canine animals in the classroom.

Trustee Campbell noted that the policy, as amended, aligns with the PPM and will ensure the District is not prejudicial when considering service animal requests.

Moved by Trustee Campbell

Seconded by Trustee Penny

THAT the proposed change to Policy P.121.GOV Accessibility, attached as Appendix B to Report 20-014, be approved, as amended. (Attached as Appendix D)

A recorded vote was held and the motion was carried on the following division:

FOR: Trustees Boothby, Blackburn, Hough, Campbell, Ellis, Fisher, Penny, Lyra Evans, and Scott (7)

AGAINST: Trustee Fisher (1)

ABSTENTION: Trustee Blackburn (1)

Carried

9.5 Non-Consent Items

9.6 Report 20-017, Establishment of an Integrity Commissioner Selection Committee

The Board had before it Report 20-017, Establishment of an Integrity Commissioner Selection Committee, seeking approval to establish a selection committee to participate in the Request for Proposal (RFP) Process for an Integrity Commissioner

Executive Officer Giroux advised that the committee would oversee the recruitment process in accordance with the procurement policies of the District with respect to a request for proposals. It is estimated that the committee would meet once or twice during the daytime.

Trustee Boothby, seconded by Trustee Penny, nominated herself.

Trustee Blackburn, seconded by Trustee Penny, nominated herself.

Moved by Trustee Lyra Evans, seconded by Trustee Hough,

THAT the nominations be closed.

Carried

Chair Scott declared Trustees Boothby and Blackburn members of the Integrity Commissioner Selection Committee.

Moved by Trustee Evans

Seconded by Trustee Hough

Moved by Trustee Lyra Evans, seconded by Trustee Hough,

- A. **THAT a committee to select an Integrity Commissioner be established to review the Request for Proposal and selection criteria for the Integrity Commissioner and recommend a candidate for the position; and**
- B. **THAT the following two (2) Board members be appointed to the Integrity Commissioner Selection Committee: Trustee Boothby and Trustee Blackburn.**

A recorded vote was held and the motion was carried on the following division:

FOR: Trustees Boothby, Hough, Campbell, Fisher, Penny, Lyra Evans, and Scott (7)

AGAINST: Nil (0)

ABSTENTION: Trustee Ellis (1)

Carried

9.7 OCDSB Submission Regarding the Provincial Budget

Chair Scott advised that a handout listing a number of advocacy topics suggested by the Advocacy Committee at its meeting in October 2019 as well as last year's submission to the Minister of Finance was distributed prior to the start of the meeting.

Moved by Trustee Campbell, seconded by Trustee Ellis,

THAT the Board approve the submission of a response to the Ontario 2020 Budget Consultation based on the summary of issues identified by the Advocacy Strategy Committee in October 2019.

Trustee Campbell noted that the list of topics from the Advocacy Strategy Committee and last year's submission remain valid again this year.

Trustee Ellis noted that although the government has made a change to some class sizes, it should continue to be included in the submission.

Trustee Lyra Evans suggested that a reference be made to the lack of response from the Ministry of Education. Chair Scott advised that if she has an opportunity at an upcoming conference, she would try to work in a reference to the problem.

Chair Scott advised that she would circulate the submission before sending it to the Minister of Finance if it is not possible to arrange a meeting of the Advocacy Strategy Committee.

Moved by Trustee Campbell

Seconded by Trustee Ellis

THAT the Board approve the submission of a response to the Ontario 2020 Budget Consultation based on the summary of issues identified by the Advocacy Strategy Committee in October 2019.

A recorded vote was held and the motion was carried on the following division:

FOR: Trustees Boothby, Hough, Campbell, Ellis, Fisher, Penny, Lyra Evans, and Scott (8)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

10. Matters for Discussion

10.1 Report from OPSBA Representatives (if required)

Trustee Penny noted that he provided a written report to Board members prior to the meeting in which he reported on an OPSBA Eastern Region meeting held on 25 January 2020. Attendees at the meeting discussed polling data from a Nano poll conducted in November 2019 with respect to public support for education and local governance. Also discussed was a pre-budget submission to the Ministry of Finance, and OPSBA advocacy plan, and OPSBA priorities. He urged trustees to review the OPSBA priorities and provide comments to himself.

Trustee Penny extended congratulations to Trustee Scott on 25 years of service as a school board trustee.

The next OPSBA Board of Directors meeting is on 21 February 2020 and the next regional meeting is 28 March 2020.

11. Matters for Information

Chair Scott advised that she has circulated her notes on the Public Education Symposium (PES) conference that took place on 23-25 January 2020.

12. New Business -- Information and Inquiries

There was no new business.

13. Adjournment

The meeting was adjourned at 9:12 p.m.

Lynn Scott, Chair of the Board



Appendix A to BOARD
28 January 2020

Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

DATE:	
PROJECT: (Project name, Letter of Transmittal, etc.)	Consultation on draft of proposed new policy P.142.SCO CHILD SEXUAL ABUSE PREVENTION
CONTACT / PROJECT LEAD (Name, telephone, email):	Brett Reynolds, Associate Director, 613-596-8211 ext 8252
WHAT?	
1. WHAT IS THE PURPOSE OF THE CONSULTATION? (Describe project scope, nature of consultation, decision to be made, and any relevant information)	
<p>To gather input on the draft of the proposed new policy P.142.SCO Child Sexual Abuse prevention.</p> <p>The content of the policy is quite technical in nature as it needs to conform with a number of statutes and regulations pertaining to child protection and employment. Additionally, how concerning behaviour is identified and addressed is very sensitive in nature and needs to be handled carefully and respectfully. To that end much of the consultation will be focused with those who have this specialized knowledge including agencies and individuals with expertise in child protection and sexual abuse prevention and those with labour relations and legal expertise. Additionally, there will be opportunity for others to provide input including school leaders, front line staff, students, parents/guardians, and unions.</p>	
WHY?	

2. WHY ARE YOU CONSULTING? (Check all that apply)☒ To seek advice, informed opinion or input for consideration prior to decision-making?☒ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?☐ To share information and awareness about a subject/recommendation/decision that has been made?☐ Other? (Please explain)

The purpose of the consultation is to invite comment on the draft policy prior to the Board approval.

3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?

The District has made a commitment to further improve the safety and well-being of our students. Part of this commitment has been ongoing training and other efforts to reduce instances of child sexual abuse and exploitation. This policy and accompanying procedure is a significant part of this work and helps to further create a *Culture of Caring* as well as a Culture of Social Responsibility as directed by the Strategic Plan.



Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHO?

4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

<u>OCDSB Community</u>	<u>Internal to OCDSB</u>	<u>External / Other (please identify)</u>
<input checked="" type="checkbox"/> Students (Student Senate)	<input type="checkbox"/> Trustees	<input checked="" type="checkbox"/> Agencies/associations
<input checked="" type="checkbox"/> Parents/guardians	<input type="checkbox"/> Superintendents	<input type="checkbox"/> Community groups
<input checked="" type="checkbox"/> School council(s)	<input checked="" type="checkbox"/> Principals and/or Vice-principals	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils	<input type="checkbox"/> Managers	<input type="checkbox"/> Other governments
<input type="checkbox"/> Advisory committees (Specify below)	<input type="checkbox"/> District staff	<input type="checkbox"/> Other
<input type="checkbox"/> Special Education Advisory Committee, etc		<input checked="" type="checkbox"/> Federations
<input checked="" type="checkbox"/> Other Audit Committee		<input type="checkbox"/> Other

Please describe or expand on who will be consulted and any partners in the consultation:

The groups noted above (parents, school councils, OCASC, and the general public) will be sent information about the draft policy and invited to provide feedback. The website information will invite interested stakeholders to respond to some specific questions and/or provide general feedback. There will be some targeted outreach to community agencies and the federations to allow for those with specific interest/expertise in this area to provide input.

5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

The Canadian Centre for Child Protection has been a key partner in the District's work in this area and supported the development of this policy. Additionally, all principals and vice-principals have been consulted in the development of this plan and policy as well as key central staff including LSS, HR and Labour Relations. Federation partners were made aware of the work in the area of child protection, were provided some training by Centre staff and will be consulted further.

HOW?

6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Media advertisement (print and/or radio) | <input type="checkbox"/> School newsletter |
| <input type="checkbox"/> Letter distribution | <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) |
| <input type="checkbox"/> School council(s) | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Ottawa Carleton Assembly of School Councils | |

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

Information about the consultation will be posted on the District website policy consultation page. Awareness about the consultation will be done via the School Council Newsletter, Keeping You Connected and through social media.

7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Focus groups | <input type="checkbox"/> Ottawa Carleton Assembly of School Councils |
| <input type="checkbox"/> Interviews | <input type="checkbox"/> Public meetings |
| <input type="checkbox"/> Mail-out or email circulation | <input type="checkbox"/> Survey / questionnaire |
| <input type="checkbox"/> Open houses / workshops / cafes | <input checked="" type="checkbox"/> Web-based notice / Web-based comments |
| <input type="checkbox"/> School council(s) | <input checked="" type="checkbox"/> Other |

Please describe:

The consultation will be primarily web based. The webtext will include some specific questions as well as an opportunity for general feedback. This will be collected and summarized. There are no public town hall style

meetings planned. If there are individuals who prefer to share their feedback more directly than by email, that will be arranged as needed.



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHEN?		
8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹: i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation		
Targeted DATE FOR FINAL DECISION:		May 2020
PROJECTED DATE(S)	ACTIVITY/MILESTONE	NOTES**
January 7th, 2020	Presentation to Committee of the Whole	
January 28, 2020	Board Approval	
January 28 - March 15, 2020	Consultation Details posted to website Notification of Consultation through School Council Newsletter (6x) Keeping You Connected (2x), Social Media (weekly+) Meetings with Canadian Centre for Child Protection Federations and community agencies	OCASC February 20 Student Senate March 5 Audit March 25
March 16 - April 10	Consolidation of Community Input and corresponding policy revisions	
May 5, 2020	Consultation Summary and revised policy presentation to COW	

¹ Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required.
 Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.
 OCDSB Form 644: Consultation Plan (April 2009)

- the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;
- any constraints such as necessary deadlines, availability of stakeholders; and
- the timelines for communicating the outcome/related decisions reached to those consulted.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)

School / principal communications / newsletter

x	Website (schools and/or OCDSB sites)
---	--------------------------------------

☐ Letter of Transmittal to committee/Board
 ☐ Media reports
☐ Other
 Please describe:

OTHER

10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):

** Note that the consulting body bears responsibility for the costs of the consultation.*

11. EVALUATION:

Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)

2019-2020 Facilities Renewal Program and School Condition Improvement Project List

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
2019-20 FACILITIES RENEWAL PROGRAM (FRP)				
MECHANICAL - A/C (Restricted)	333VMASR0000			
Various Sites	Mechanical - A/C	\$250,000	x	
MECHANICAL - A/C - TOTAL	333VMASR0000	\$ 250,000		
MECHANICAL - CONTROLS - (Restricted)	333VMCSR0000			
Various Sites	Mechanical - Controls	\$100,000	x	
MECHANICAL - CONTROLS - TOTAL	333VMCSR0000	\$ 100,000		
MECHANICAL - HEATING (Restricted)	333VMHSR0000			
Various Sites	Mechanical - Heating	\$130,000	x	
Admin Building	Roof Top Unit Replacement	\$75,000	x	
MECHANICAL - HEATING - TOTAL	333VMHSR0000	\$ 205,000		
MECHANICAL - PLUMBING (Restricted)	333VMPSR0000			
Various Sites	Mechanical - Plumbing	\$50,000	x	
Stittsville Depot	Water Main Backflow Prevention Upgrade	\$15,000	x	
MECHANICAL - PLUMBING - TOTAL	333VMPSR0000	\$ 65,000		
ELECTRICAL - POWER SERVICES (Restricted)	333VEPSR0000			
Various Sites	Electrical - Power Services	\$125,000	x	
ELECTRICAL - POWER SERVICES - TOTAL	333VEPSR0000	\$ 125,000		
ELEVATORS (Restricted)	333VIESR0000			
Various Sites	Elevator Upgrade	\$50,000	x	
ELEVATORS - TOTAL	333VIESR0000	\$ 50,000		
ELECTRICAL - FIRE ALARM SAFETY (Restricted)	333VEFSR0000			
Various Sites	FA Panel Replacement	\$40,000	x	
ELECTRICAL - FIRE ALARM SAFETY - TOTAL	333VEFSR0000	\$ 40,000		
ELECTRICAL - COMMUNICATIONS PA (Restricted)	333VECSR0000			
Various Sites	System Upgrade	\$10,000	x	
ELECTRICAL - COMMUNICATIONS PA - TOTAL	333VECSR0000	\$ 10,000		
ELECTRICAL - LIGHTING (Restricted)	333VELSR0000			
Various Sites	Electrical - Lighting	\$75,000	x	
Admin Building	Lighting Upgrade	\$10,000	x	
ELECTRICAL - LIGHTING - TOTAL	333VELSR0000	\$ 85,000		
ENVIRONMENT - ASBESTOS (Unrestricted)	333VLASR0000			
Various Sites	Asbestos/Radon Survey & Testing	\$200,000	x	

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
ENVIRONMENT - ASBESTOS - TOTAL	333VLASR0000	\$ 200,000		
ENVIRONMENT - OIL/UT (Unrestricted)	333VLUSR0000			
Various Sites	Oil - Storage Tanks	\$0	x	
ENVIRONMENT - OIL/UT - TOTAL	333VLUSR0000	\$ -		
ROOF MECHANICAL (Unrestricted)	333VRMSR0000			
Various Sites	Roof Related Mechanical	\$100,000	x	
ROOF MECHANICAL - TOTAL	333VRMSR0000	\$ 100,000		
ROOF LEAKS (Unrestricted)	333VRLSR0000			
Various Sites	Roof Leaks	\$750,000	x	
ROOF LEAKS - TOTAL	333VRLSR0000	\$ 750,000		
ROOF PM PROGRAM (Unrestricted)	333VRPSR0000			
Various Sites	Preventative Maintenance Program	\$750,000	x	
ROOF PM PROGRAM - TOTAL	333VRPSR0000	\$ 750,000		
ROOF REPLACEMENT (Restricted)	333VRRSR0000			
Various Sites	Roof Replacement	\$100,000	x	
Various Sites	Ladders, Railings & Anchors	\$500,000	x	
ROOF REPLACEMENT - TOTAL	333VRRSR0000	\$ 600,000		
BUILDING FOUNDATIONS (Restricted)	333VBFSR0000			
Various Sites	Foundation Leaks	\$100,000	x	
BUILDING FOUNDATIONS - TOTAL	333VBFSR0000	\$ 100,000		
MASONRY WALLS/CHIMNEYS (Restricted)	333VBMSR0000			
Various Sites	Standing Agreement	\$500,000	x	
MASONRY WALLS/CHIMNEYS - TOTAL	333VBMSR0000	\$ 500,000		
BUILDING STRUCTURE (Restricted)	333VBSSR0000			
Various Sites	Building Structural	\$100,000	x	
Various Sites	OWSJ Joist Inspections	\$100,000	x	
Various Sites	Seismic Repairs	\$100,000	x	
Various Sites	Interior Stairs	\$100,000	x	
Manor Park P.S.	Seismic Repairs	\$350,000	x	
Osgoode P.S.	Seismic Repairs	\$250,000	x	
BUILDING STRUCTURE - TOTAL	333VBSSR0000	\$ 1,000,000		
SIPOREX (Restricted)	333VRXSR0000			
Various Sites	Siporex Repairs	\$50,000	x	
SIPOREX - TOTAL	333VRXSR0000	\$ 50,000		
WINDOWS/EXTERIOR DOORS (Restricted)	333VBWSR0000			
Various Sites	Window Replacement	\$100,000	x	
Various Sites	Exterior Door Replacement	\$200,000	x	

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
WINDOWS/EXTERIOR DOORS - TOTAL	333VBWSR0000	\$ 300,000		
INTERIOR FLOORING (Unrestricted)	333VIFSR0000			
Various Sites	Standing Agreement	\$600,000	x	
Zone 1	Flooring Upgrades	\$80,000	x	
Zone 2	Flooring Upgrades	\$80,000	x	
Zone 3	Flooring Upgrades	\$80,000	x	
Zone 4	Flooring Upgrades	\$80,000	x	
Zone 5	Flooring Upgrades	\$80,000	x	
Zone 6	Flooring Upgrades	\$80,000	x	
INTERIOR FLOORING - TOTAL	333VIFSR0000	\$ 1,080,000		
INTERIOR FLOORING - GYM (Unrestricted)	333VIGSR0000			
Various Sites	Standing Agreement	\$80,000	x	
INTERIOR FLOORING - GYM - TOTAL	333VIGSR0000	\$ 80,000		
INTERIOR CEILINGS (Unrestricted)	333VICSR0000			
Various Sites	Ceiling Repairs	\$60,000	x	
Various Sites	Ceiling Tile Replacement	\$200,000	x	
INTERIOR CEILINGS - TOTAL	333VICSR0000	\$ 260,000		
INTERIOR DOORS (Unrestricted)	333VIDSR0000			
Various Sites	Interior Doors	\$100,000	x	
INTERIOR DOORS - TOTAL	333VIDSR0000	\$ 100,000		
INTERIOR DOOR HARDWARE (Unrestricted)	333VIHSR0000			
Various Sites	Interior Door Hardware	\$250,000	x	
INTERIOR DOOR HARDWARE - TOTAL	333VIHSR0000	\$ 250,000		
INTERIOR WALLS (Unrestricted)	333VIWSR0000			
Various Sites	Wall Repairs	\$100,000	x	
INTERIOR WALLS - TOTAL	333VIWSR0000	\$ 100,000		
INTERIOR LOCKERS (Unrestricted)	333VILSR0000			
Various Sites	Interior Lockers	\$50,000	x	
INTERIOR LOCKERS - TOTAL	333VILSR0000	\$ 50,000		
INTERIOR TOILET PARTITIONS (Unrestricted)	333VITSR0000			
Various Sites	Interior Toilet Partitions	\$100,000	x	
INTERIOR TOILET PARTITIONS - TOTAL	333VITSR0000	\$ 100,000		
SITE - PAVING (Unrestricted)	333VSPSR0000			
Various Sites	Site - Paving	\$100,000	x	
SITE - PAVING - TOTAL	333VSPSR0000	\$ 100,000		
SITE - LANDSCAPE/FENCING (Unrestricted)	333VSFSR0000			

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
Various Sites	Site - Landscaping/Fencing	\$150,000	x	
SITE - LANDSCAPE/FENCING - TOTAL	333VSFSR0000	\$ 150,000		

SITE - PLAY AREAS/SPORTS FIELDS (Unrestricted)	333VSASR0000			
Various Sites	Site - Play Areas/Sports Fields	\$30,000	x	
Various Sites	Running Track Refurbishment	\$120,000	x	
SITE - PLAY AREAS/SPORTS FIELDS - TOTAL	333VSASR0000	\$ 150,000		

SITE - SIGNAGE (Unrestricted)	333VSSSR0000			
Various Sites	Site - Signage	\$200,000	x	
SITE - SIGNAGE - TOTAL	333VSSSR0000	\$ 200,000		

SITE - CIVIL SERVICES (Unrestricted)	333VSCSR0000			
Various Sites	Site - Civil Services	\$50,000	x	
Earl of March S.S.	Storm Site Piping Replacement	\$60,000	x	
Lisgar C.I.	Sanitary Sewer Line Replacement	\$50,000	x	
SITE - CIVIL SERVICES - TOTAL	333VSCSR0000	\$ 160,000		

SITE - EQUIPMENT (Unrestricted)	333VSESR0000			
Various Sites	Site - Equipment (Form 700)	\$300,000	x	
Briargreen P.S.	Play Structure Replacement	\$25,000	x	
Bridlewood Community E.S.	Play Structure Replacement	\$25,000	x	
Carleton Heights P.S.	Play Structure Replacement	\$25,000	x	
Hopewell Avenue P.S.	Play Structure Replacement	\$25,000	x	
SITE - EQUIPMENT - TOTAL	333VSESR0000	\$ 400,000		

SITE - OTHER (Unrestricted)	333VSOSR0000			
Various Sites	Site - Other	\$50,000	x	
Admin Building	Front Entrance Replacement	\$150,000	x	
Bayshore P.S.	Shed	\$20,000	x	
Bayview P.S.	Amphitheatre	\$50,000	x	
Cambridge Street Community P.S.	Retaining Wall	\$50,000	x	
Fielding Drive P.S.	Shed	\$20,000	x	
Glen Ogilvie P.S.	Retaining Wall & Accessible Ramp at Amphitheatre	\$100,000	x	
Henry Larsen E.S.	Shed	\$20,000	x	
Richard Pfaff S.A.P.	Retaining Wall	\$200,000	x	
SITE - OTHER - TOTAL	333VSOSR0000	\$ 660,000		

ENVIRONMENTAL - SITE (Unrestricted)	333VLSSR0000			
Various Sites	Site Remediation	\$20,000	x	
Confederation Education Centre	Monitoring	\$13,000	x	
D.A. Moodie I.S.	Monitoring	\$20,000	x	
Devonshire Community P.S.	Monitoring	\$19,000	x	
Earl of March S.S.	Monitoring	\$26,000	x	
Elmdale P.S.	Monitoring	\$26,000	x	
Heritage P.S.	Monitoring	\$6,000	x	
Manotick P.S.	Monitoring	\$23,000	x	
Osgoode Township H.S.	Monitoring	\$17,000	x	
Richard Pfaff S.A.P.	Monitoring	\$22,000	x	
Rideau H.S.	Monitoring	\$20,000	x	
West Carleton S.S.	Monitoring	\$10,000	x	
ENVIRONMENTAL - SITE - TOTAL	333VLSSR0000	\$ 222,000		

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
PORTABLE UPGRADES (Unrestricted)	333VPUSR0000			
Various Sites	Portable Upgrades	\$830,000	x	
PORTABLE UPGRADES - TOTAL	333VPUSR0000	\$ 830,000		

UPGRADE PROGRAM (Unrestricted)	333VUPSR0000			
Various Sites	Program Upgrades	\$250,000	x	
Various Sites	Security & Systems Projects	\$100,000	x	
Various Sites	Network Communication Upgrade	\$120,000	x	
Various Sites	Arc Flash Coordination Studies	\$500,000	x	x
Elmdale P.S.	Interior Renovations	\$1,000,000		
Osgoode Township H.S.	Family Studies Renovations	\$750,000	x	
UPGRADE PROGRAM - TOTAL	333VUPSR0000	\$ 2,720,000		

UPGRADE - ACCESSIBILITY (Unrestricted)	333VUASR0000			
Various Sites	Various Accessibility Projects	\$1,200,000	x	
Bridlewood Community E.S.	Accessible Ramp Upgrade	\$15,000	x	
Confederation Education Centre	Automatic Door Operators	\$50,000	x	
Katimavik E.S.	Accessible Ramp Upgrade	\$15,000	x	
UPGRADE - ACCESSIBILITY - TOTAL	333VUASR0000	\$ 1,280,000		

SOLAR PROGRAM (Unrestricted)	333VUPSR0000			
Adult H.S.	Solar Photovoltaic Installation	\$250,000	x	
Featherston Drive P.S.	Solar Photovoltaic Installation	\$250,000	x	
Summerside P.S.	Solar Photovoltaic Installation	\$275,000	x	
Woodroffe H.S.	Solar Photovoltaic Installation	\$350,000	x	
SOLAR PROGRAM - TOTAL	333VUPSR0000	\$ 1,125,000		

CONTINGENCY (Unrestricted)	333VVRSR0000			
Various Sites	Contingency	\$47,869	x	
CONTINGENCY - TOTAL	333VVRSR0000	\$ 47,869		

TECHNICAL ANALYSIS (Unrestricted)	333VTASR0000			
Various Sites	Technical Analysis - Consultants	\$25,000	x	
TECHNICAL ANALYSIS - TOTAL	333VTASR0000	\$ 25,000		

PORTABLE MOVES (Unrestricted)	334VPM000000			
Various Sites	Portable Relocations	\$3,000,000	x	
PORTABLE MOVES - TOTAL	334VPM000000	\$ 3,000,000		

2019-20 FACILITIES RENEWAL PROGRAM - TOTAL		\$ 18,369,869		
---	--	----------------------	--	--

2019-20 SCHOOL CONDITION IMPROVEMENT				
A.Y. Jackson S.S.	Boiler Venting Replacement	\$60,000	x	
A.Y. Jackson S.S.	Ductless Split A/C Upgrade	\$50,000	x	
A.Y. Jackson S.S.	Learning Commons Upgrades	\$500,000	x	
A.Y. Jackson S.S.	Locker Replacement	\$300,000	x	
A.Y. Jackson S.S.	Rear Laneway & Parking Lot Paving	\$60,000	x	
A.Y. Jackson S.S.	Running Track Refurbishment	\$80,000	x	
A.Y. Jackson S.S.	Science Lab Upgrades	\$3,500,000	x	x
A.Y. Jackson S.S.	Skylight Replacement	\$200,000	x	
A.Y. Jackson S.S.	Toilet Partitions	\$10,000	x	

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
A.Y. Jackson S.S.	Roof Replacement	\$200,000		x
Adrienne Clarkson E.S.	Interior Lighting Upgrade	\$120,000	x	
Adult H.S.	Interior Lighting Upgrade	\$300,000		x
Adult H.S.	Roof Replacement	\$400,000		x
Adult H.S.	Stair Replacement	\$40,000		x
Adult H.S.	Urinal System Upgrade	\$100,000		x
Agincourt Road P.S.	Ceiling Replacement	\$250,000		x
Albert Street Education Centre	Auditorium Walls & Basement Repairs	\$150,000	x	
Albert Street Education Centre	Elevator Upgrade	\$300,000	x	
Albert Street Education Centre	Fire Alarm System Upgrade	\$400,000	x	
Albert Street Education Centre	Main Service Upgrade	\$350,000	x	
Albert Street Education Centre	P.A System Upgrade	\$130,000	x	
Albert Street Education Centre	Window Replacement	\$600,000	x	
Barrhaven P.S.	Roof Replacement	\$300,000		x
Bayshore P.S.	BAS Greenbox Conversion	\$50,000	x	
Bayshore P.S.	Roof Replacement	\$500,000	x	
Bell H.S.	Voltage Optimization	\$70,000	x	
Berrigan E.S.	Door Operators	\$20,000	x	
Berrigan E.S.	Sports Field Redevelopment	\$250,000	x	
Berrigan E.S.	Unit Washroom Alterations	\$250,000	x	
Blossom Park P.S.	Paving	\$80,000	x	
Blossom Park P.S.	Storm Water Management	\$250,000	x	
Blossom Park P.S.	Toilet Partitions	\$20,000	x	
Blossom Park P.S.	Boiler Venting Replacement	\$80,000		x
Briargreen P.S.	Toilet Partitions	\$14,000	x	
Briargreen P.S.	Window Replacement	\$100,000		x
Cairine Wilson S.S.	New Entrance Paving	\$250,000	x	
Cairine Wilson S.S.	Running Track Refurbishment	\$80,000	x	
Cambridge Street Community P.S.	Roof Replacement	\$300,000		x
Canterbury H.S.	Ceiling Replacement - Phase I	\$200,000	x	
Canterbury H.S.	Hot Water Tank Upgrade	\$50,000	x	
Canterbury H.S.	Science Lab Upgrades - Phase I	\$2,250,000	x	
Canterbury H.S.	Unit Washroom Alterations	\$150,000	x	
Canterbury H.S.	Ceiling Replacement - Phase II	\$200,000		x
Canterbury H.S.	Science Lab Upgrades - Phase II	\$2,250,000		x
Carleton Heights P.S.	Roof Replacement	\$275,000	x	
Carson Grove E.S.	Main Service Upgrade	\$280,000	x	
Castor Valley E.S.	Roof Top Unit Replacement	\$200,000		x
Cedarview M.S.	Roof Replacement	\$650,000	x	
Centennial P.S.	A/C Replacement	\$75,000	x	
Centennial P.S.	BAS Greenbox Conversion	\$60,000	x	
Centennial P.S.	Pool HVAC Upgrade	\$75,000	x	
Centennial P.S.	Roof Replacement	\$150,000		x
Century P.S.	Roof Replacement	\$120,000		x
Charles H. Hulse P.S.	Boiler Venting Replacement	\$75,000	x	
Charles H. Hulse P.S.	Gym Floor Refinishing	\$20,000		x
Charles H. Hulse P.S.	Paving	\$150,000		x
Charles H. Hulse P.S.	Roof Replacement	\$200,000		x
Churchill A.S.	Chiller Pump Replacement	\$70,000	x	
Churchill A.S.	Roof Replacement	\$500,000		x
Churchill A.S.	Stairwell Acoustic Upgrade	\$25,000	x	
Churchill A.S.	Roof Replacement	\$200,000		x
Clifford Bowey P.S.	Unit Washroom Alterations	\$300,000	x	
Colonel By S.S.	Bus Loop Paving	\$250,000	x	
Colonel By S.S.	Roof Replacement	\$500,000	x	
Colonel By S.S.	Running Track Refurbishment	\$80,000	x	
Colonel By S.S.	Science Lab Upgrades - Phase I	\$2,500,000	x	
Colonel By S.S.	Toilet Partitions	\$10,000	x	
Colonel By S.S.	Water Main Backflow Prevention Upgrade	\$15,000	x	
Colonel By S.S.	Electrical Grounding Upgrade	\$130,000		x
Colonel By S.S.	Roof Replacement	\$900,000		x
Colonel By S.S.	Science Lab Upgrades - Phase II	\$2,000,000		x
Colonel By S.S.	Window Replacement	\$350,000		x
Confederation Education Centre	BAS Greenbox Conversion	\$60,000	x	
Confederation Education Centre	Boiler Venting Replacement	\$80,000	x	
Confederation Education Centre	Cooling System Upgrade	\$45,000	x	

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
Confederation Education Centre	Heating Upgrade	\$25,000	x	
Confederation Education Centre	Split A/C Unit Replacement	\$75,000	x	
Connaught P.S.	Roof Replacement	\$150,000		x
Convent Glen E.S.	Gym Lighting Upgrade	\$30,000	x	
Crystal Bay Centre for Spec. Ed.	BAS Greenbox Conversion	\$50,000	x	
Crystal Bay Centre for Spec. Ed.	Roof Replacement	\$250,000		x
Crystal Bay Centre for Spec. Ed.	Window Replacement	\$200,000		x
D. Roy Kennedy P.S.	Fire Alarm System Upgrade	\$250,000	x	
D. Roy Kennedy P.S.	Interior Lighting Upgrade	\$120,000	x	
Devonshire Community P.S.	Fencing	\$85,000	x	
Devonshire Community P.S.	Window Replacement	\$350,000	x	
Dunlop P.S.	Toilet Partitions	\$13,000	x	
Dunlop P.S.	Roof Replacement	\$300,000		x
Earl of March S.S.	Auditorium Lighting Upgrade	\$75,000	x	
Earl of March S.S.	Change Room Alterations	\$50,000	x	
Earl of March S.S.	Interior Lighting Upgrade	\$300,000	x	
Earl of March S.S.	Stair Replacement	\$100,000	x	
Elizabeth Wyn Wood S.A.P.	Window Replacement	\$200,000	x	
Elizabeth Wyn Wood S.A.P.	Science Lab Upgrades	\$500,000		x
Elmdale P.S.	Interior Renovations-Restricted	\$600,000	x	
Emily Carr M.S.	Roof Replacement	\$350,000	x	
Fallingbrook Community E.S.	Condensing Unit Upgrade	\$25,000	x	
Fallingbrook Community E.S.	Exterior Lighting Upgrade	\$100,000	x	
Fallingbrook Community E.S.	Fencing	\$35,000	x	
Fallingbrook Community E.S.	Skylight Replacement	\$100,000	x	
Fallingbrook Community E.S.	Siding Replacement	\$200,000		x
Farley Mowat P.S.	Water Main Backflow Prevention Upgrade	\$15,000	x	
Featherston Drive P.S.	Parking Lot Paving	\$120,000	x	
Fielding Drive P.S.	BAS Greenbox Conversion	\$60,000	x	
Fielding Drive P.S.	Front Entrance Paving	\$60,000	x	
Fielding Drive P.S.	Roof Replacement	\$350,000	x	
First Avenue P.S.	Roof Replacement	\$75,000	x	
First Avenue P.S.	Roof Top Unit Replacement	\$45,000	x	
First Avenue P.S.	Stair Replacement	\$40,000		x
Fisher Park P.S.	Main Service Upgrade	\$375,000	x	
Fisher Park P.S.	Roof Ladder	\$45,000	x	
Fisher Park P.S.	Roof Replacement	\$320,000	x	
Fisher Park P.S.	Roof Replacement	\$175,000		x
Forest Valley E.S.	Roof Top Unit Replacement	\$240,000		x
Glashan P.S.	BAS Greenbox Conversion	\$60,000	x	
Glashan P.S.	Ceiling Replacement	\$250,000		x
Glashan P.S.	Stair Replacement	\$40,000		x
Glebe C.I.	Auditorium Lighting Upgrade	\$75,000	x	
Glebe C.I.	Ceiling Replacement	\$250,000	x	
Glebe C.I.	Change Room Alterations	\$35,000	x	
Glebe C.I.	Hallway Lighting Upgrade	\$100,000	x	
Glebe C.I.	Interior Lighting Upgrade	\$350,000	x	
Glebe C.I.	Locker Replacement	\$150,000	x	
Glebe C.I.	Music Room Conversion	\$800,000	x	
Glebe C.I.	Pool HVAC Upgrade	\$75,000	x	
Glebe C.I.	Roof Replacement	\$250,000		x
Glebe C.I.	Ceiling Replacement	\$250,000		x
Glebe C.I.	Hallway Lighting Upgrade	\$100,000		x
Glebe C.I.	Locker Replacement	\$150,000		x
Glebe C.I.	Window Replacement	\$500,000		x
Glen Cairn P.S.	BAS System Conversion	\$12,000	x	
Glen Cairn P.S.	Roof Replacement	\$50,000		x
Glen Ogilvie P.S.	BAS Greenbox Conversion	\$50,000	x	
Gloucester H.S.	Family Studies Upgrade	\$500,000	x	
Gloucester H.S.	Roof Replacement	\$50,000	x	
Gloucester H.S.	Running Track Refurbishment	\$80,000	x	
Gloucester H.S.	Window Replacement-Greenhouse	\$300,000	x	
Gloucester H.S.	Main Service Upgrade	\$600,000		x
Gloucester H.S.	Roof Replacement	\$320,000		x
Goulbourn M.S.	Generator Upgrade	\$280,000	x	
Goulbourn M.S.	Gym Ceiling Replacement	\$100,000	x	

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
Goulbourn M.S.	Toilet Partitions	\$13,000	x	
Greely P.S.	Generator Upgrade	\$280,000	x	
Greely P.S.	Roof Replacement	\$230,000	x	
Hawthorne P.S.	Floor Repair	\$100,000	x	
Hawthorne P.S.	Window Replacement	\$200,000	x	
Hawthorne P.S.	Parking Lot Lighting Upgrade	\$80,000		x
Hawthorne P.S.	Window Replacement	\$200,000		x
Henry Munro M.S.	Interior Lighting Upgrade	\$120,000	x	
Henry Munro M.S.	Siporex Repairs	\$75,000		x
Heritage P.S.	Interior Lighting Upgrade	\$100,000	x	
Hillcrest H.S.	Window Replacement	\$300,000	x	
Hilson Avenue P.S.	Interior Lighting Upgrade	\$120,000	x	
Hilson Avenue P.S.	Roof Replacement	\$300,000		x
Hopewell Avenue P.S.	Condensing Unit Upgrade	\$15,000	x	
Hopewell Avenue P.S.	Front Entrance Stairs & Ramp	\$100,000	x	
Hopewell Avenue P.S.	Garage Floor Waterproofing	\$150,000	x	
Hopewell Avenue P.S.	Interior Lighting Upgrade	\$100,000	x	
Hopewell Avenue P.S.	Stair Replacement	\$40,000	x	
Hopewell Avenue P.S.	Window Replacement	\$250,000	x	
Jack Donohue P.S.	Toilet Partitions	\$16,000	x	
Jockvale E.S.	Kindergarten Heating Upgrade	\$200,000	x	
Jockvale E.S.	Roof Replacement	\$500,000	x	
Jockvale E.S.	Toilet Partitions	\$14,000	x	
John McCrae S.S.	Inclusive Washroom & Change Room Alterations	\$250,000	x	
John McCrae S.S.	Pathway Paving	\$50,000	x	
John Young E.S.	Bus Drop Off Lane Expansion	\$120,000	x	
John Young E.S.	Roof Replacement	\$50,000	x	
John Young E.S.	Staff Washroom Upgrade	\$50,000	x	
Kars on the Rideau P.S.	BAS Greenbox Conversion	\$50,000	x	
Katimavik E.S.	Unit Ventilator Upgrade	\$165,000	x	
Knoxdale P.S.	Bus Loop Paving	\$25,000	x	
Knoxdale P.S.	Toilet Partitions	\$36,000	x	
Lady Evelyn A.S.	Interior Lighting Upgrade	\$250,000	x	
Lady Evelyn A.S.	Roof Replacement	\$380,000	x	
Lady Evelyn A.S.	Roof Replacement	\$250,000		x
Lakeview P.S.	BAS Greenbox Conversion	\$40,000	x	
Le Phare E.S.	Platform Lift Upgrade	\$25,000	x	
Lisgar C.I.	Stair Replacement South Building	\$40,000	x	
Lisgar C.I.	Window Replacement	\$500,000	x	
Lisgar C.I.	Boiler Replacement	\$100,000		x
Lisgar C.I.	Window Replacement	\$500,000		x
Longfields-Davidson Heights S.S.	BIP/ASD Washroom Alterations	\$350,000	x	
Longfields-Davidson Heights S.S.	Change Room Alterations	\$50,000	x	
Manordale P.S.	BAS Greenbox Conversion	\$31,000	x	
Manotick P.S.	Urinal & Plumbing Fixture Replacement	\$100,000	x	
Manotick P.S.	Window Replacement	\$150,000	x	
Maple Ridge E.S.	Chiller Replacement	\$275,000	x	
Maple Ridge E.S.	Gym Lighting Upgrade	\$30,000	x	
Mary Honeywell E.S.	Roof Replacement	\$150,000		x
Mary Honeywell E.S.	Roof Top Unit Replacement	\$45,000	x	
Meadowlands P.S.	Drainage Upgrade	\$100,000	x	
Meadowlands P.S.	Roof Replacement	\$150,000		x
Merivale H.S.	Interior Hallway Lighting Upgrades	\$100,000	x	
Merivale H.S.	Roof Ladder	\$30,000	x	
Mutchmor P.S.	BAS System Conversion	\$18,000	x	
Mutchmor P.S.	Hallway Lighting Upgrade	\$350,000		x
Mutchmor P.S.	Stair Replacement	\$50,000		x
Nepean H.S.	Front Entrance Stairs	\$100,000	x	
Nepean H.S.	Panel Board Upgrade	\$150,000	x	
Nepean H.S.	Sports Field Redevelopment	\$200,000	x	
Nepean H.S.	Toilet Partitions	\$10,000	x	
North Gower/Marlborough P.S.	Sanitary Pipe Upgrade	\$25,000	x	
Orleans Wood E.S.	Boiler Replacement	\$175,000		x
Osgoode P.S.	Interior Hallway Lighting Upgrades	\$100,000	x	
Osgoode P.S.	Window Replacement	\$250,000	x	
Osgoode P.S.	Roof Replacement	\$220,000		x

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
Osgoode Township H.S.	Running Track Refurbishment	\$80,000	x	
Ottawa Technical S.S.	Washroom Alterations & Door Operators	\$50,000	x	
Ottawa Technical S.S.	Roof Replacement	\$195,000		x
Ottawa Technical S.S.	Siporex Repairs	\$75,000		x
Pinecrest P.S.	Gym Lighting Upgrade	\$30,000	x	
Pleasant Park P.S.	Window Replacement	\$200,000	x	
Queen Elizabeth P.S.	Stair Replacement	\$40,000	x	
Queen Elizabeth P.S.	Storm & Domestic Water Management	\$200,000	x	
Queen Mary Street P.S.	Parking Lot Paving	\$150,000	x	
Regina Street A.S.	Fire Alarm System Upgrade	\$250,000	x	
Regina Street A.S.	Front Entrance Paving	\$150,000	x	
Regina Street A.S.	Roof Replacement	\$220,000		x
Richard Pfaff S.A.P.	Toilet Partitions	\$14,000	x	
Richard Pfaff S.A.P.	Washroom Lighting Upgrade	\$10,000	x	
Richmond P.S.	Toilet Partitions	\$12,000	x	
Richmond P.S.	Window Replacement	\$100,000	x	
Ridgemont H.S.	Lift Upgrade	\$60,000	x	
Ridgemont H.S.	Running Track Refurbishment	\$80,000	x	
Ridgemont H.S.	Fire Alarm System Upgrade	\$400,000		x
Ridgemont H.S.	Parking Lot Paving	\$250,000		x
Ridgemont H.S.	Roof Top Unit Replacement	\$75,000		x
Riverview A.S.	BAS Greenbox Conversion	\$40,000	x	
Riverview A.S.	Roof Replacement	\$150,000	x	
Robert Bateman P.S.	Roof Replacement	\$275,000		x
Robert E. Wilson P.S.	Fencing	\$75,000	x	
Robert E. Wilson P.S.	Hot Water Tank Upgrade	\$25,000	x	
Robert Hopkins P.S.	Exterior Lighting Upgrade	\$50,000	x	
Roberta Bondar P.S.	Toilet Partitions	\$25,000	x	
Roberta Bondar P.S.	Chiller Replacement	\$350,000		x
Roberta Bondar P.S.	Roof Replacement	\$575,000		x
Rockcliffe Park P.S.	HVAC Upgrade & Boiler Venting Replacement	\$360,000	x	
Roland Michener P.S.	Front Entrance Paving	\$125,000	x	
Sawmill Creek E.S.	Roof Replacement	\$575,000	x	
Severn P.S.	Main Service Upgrade	\$250,000	x	
Sir Guy Carleton S.S.	Accessible Kitchen Renovations	\$110,000	x	
Sir Guy Carleton S.S.	Grease Trap Replacement	\$150,000	x	
Sir Guy Carleton S.S.	Boiler Replacement	\$100,000		x
Sir Robert Borden H.S.	Window Replacement	\$400,000		x
Sir Wilfred Laurier S.S.	Inclusive Washroom Alterations	\$200,000	x	
Sir Wilfred Laurier S.S.	Parking Lot Paving	\$200,000	x	
Sir Wilfred Laurier S.S.	Running Track Refurbishment	\$80,000	x	
Sir Wilfred Laurier S.S.	Toilet Partitions	\$10,000	x	
Sir Wilfred Laurier S.S.	VAV Box Rebalancing & Commissioning	\$90,000	x	
Sir Wilfred Laurier S.S.	Fire Route Paving	\$200,000		x
Sir Winston Churchill P.S.	Roof Replacement	\$250,000		x
Sir Winston Churchill P.S.	Boiler Replacement	\$300,000		x
Sir Winston Churchill P.S.	Exterior Lighting Upgrade	\$75,000		x
South Carleton H.S.	Grease Trap Replacement	\$100,000	x	
South Carleton H.S.	Gym & Library Lighting Upgrade	\$60,000	x	
South Carleton H.S.	Roof Replacement	\$50,000	x	
South Carleton H.S.	Sensory Room Alterations	\$40,000	x	
South March P.S.	Library Lighting Upgrade	\$20,000	x	
Stephen Leacock P.S.	Front Entrance Grading	\$150,000	x	
Steve MacLean P.S.	Boiler Replacement	\$175,000		x
Stittsville P.S.	Interior Lighting Upgrade	\$250,000		x
Stonecrest E.S.	Roof Replacement	\$250,000		x
Stonecrest E.S.	Interior Classroom Lighting Upgrades	\$350,000		x
Terry Fox E.S.	BAS Greenbox Conversion	\$39,000	x	
Trillium E.S.	BAS Terminal Unit Upgrade & Conversion	\$200,000	x	
Trillium E.S.	Stair Replacement	\$40,000	x	
Trillium E.S.	Interior Classroom Lighting Upgrades	\$500,000		x
Vincent Massey P.S.	HVAC Upgrade	\$1,000,000	x	x
Vincent Massey P.S.	Fire Alarm System Upgrade	\$250,000	x	
Vincent Massey P.S.	Locker Top Replacement	\$20,000	x	
Vincent Massey P.S.	Toilet Partitions	\$50,000	x	
Vincent Massey P.S.	HVAC Upgrade	\$1,000,000		x

PROJECT	DESCRIPTION	TOTAL 2019-20 FRP/SCI BUDGET	Construction Period	
			2019-20 Project	2020-21 Project
W.E. Gowling P.S.	Acoustic Upgrades	\$100,000	x	
West Carleton S.S.	Evac Chair Upgrade	\$10,000	x	
West Carleton S.S.	Heat Pump Upgrades	\$250,000	x	
West Carleton S.S.	Well Pump Upgrades	\$250,000	x	
West Carleton S.S.	Heat Pump Upgrades	\$250,000		x
Westwind P.S.	Water Main Backflow Prevention Upgrade	\$15,000	x	
Woodroffe Avenue P.S.	HVAC Upgrade	\$2,000,000	x	x
Woodroffe Avenue P.S.	Boiler Venting Replacement	\$95,000	x	
Woodroffe Avenue P.S.	Electrical Distribution Upgrade	\$100,000	x	
Woodroffe Avenue P.S.	Roof Replacement	\$150,000		x
Woodroffe Avenue P.S.	Urinal & Plumbing Fixture Replacement	\$125,000	x	
Woodroffe H.S.	Bus Lane Paving	\$180,000	x	
Woodroffe H.S.	Running Track Refurbishment	\$80,000	x	
York Street P.S.	BAS Greenbox Conversion	\$60,000	x	
York Street P.S.	Fencing	\$10,000	x	
York Street P.S.	Interior Lighting Upgrade	\$250,000	x	
Various Sites	Acoustic Upgrades - Kindergarten	\$500,000	x	
Various Sites	Acoustic Upgrades - Music	\$500,000	x	
Various Sites	Auditorium Architectural Upgrades	\$1,500,000		x
Various Sites	Auditorium Lighting/Electrical Upgrades	\$2,100,000		x
Various Sites	Learning Commons Upgrades	\$2,750,000		x
Various Sites	Steam To Hydronic Conversions	\$5,000,000		x
Various Sites	D&C Salaries	\$500,000	x	
Various Sites	Contingency	\$32,669	x	
2019-20 SCHOOL CONDITION IMPROVEMENT - TOTAL		\$ 77,014,669	\$ 42,394,669	\$ 34,620,000
2019-20 FACILITIES RENEWAL AND SCHOOL CONDITION IMPROVEMENT - TOTAL		\$ 95,384,538	\$ 63,379,538	\$ 32,005,000



POLICY P.137.SCO

TITLE: CONCUSSION MANAGEMENT

Date issued: 27 January 2015

Last revised: 28 January 2020

Authorization: Board: 27 January 2015

1.0 OBJECTIVE

To ensure awareness about head injury prevention and establish practices to manage concussions.

2.0 DEFINITIONS

In this policy,

- 2.1 **Board** refers to the Board of Trustees.
- 2.2 **Concussion** refers to a brain injury that causes changes in how the brain functions, leading to signs and symptoms that can be physical, cognitive, emotional and/or related to sleep. A concussion can occur from a direct blow to the head, face or neck but may also occur from a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull. A concussion can occur with or without a loss of consciousness and cannot normally be seen by means of medical imaging tests or magnetic resonance imaging (MRI) scans.
- 2.3 **District** refers to the Ottawa-Carleton District School Board.
- 2.4 **Return to School Plan** is a personalized strategy to support a student's Return to Learning and Return to Physical Activity after having sustained a concussion.
- 2.5 **Return to Learn** refers to the student's return to doing school work, including activities that involve reading and writing. It does not include physical activities.
- 2.6 **Return to Physical Activity** refers to the student's return to participation in any physical activity that increases the student's heart rate. It includes a student's return to activities such as sports or physical education class.

3.0 POLICY

Guiding Principles

- 3.1 The Board is committed to ensuring the safety and well-being of students.
- 3.2 The Board recognizes that:

- a) head injuries and/or concussions can adversely impact the cognitive, physical, emotional and social development of students; and
 - b) head injuries and/or concussions can occur in any activity and are not restricted to only sports or other high risk activities.
- 3.3 The Board believes that:
- a) activities that pose a higher risk for head injuries and/or concussions require additional consideration based on the type of activity and its associated risk;
 - b) awareness of the signs and symptoms of concussion and effective concussion management practices are key preventative strategies; and
 - c) administrators, educators (including occasional teachers), school staff, students, parents and school volunteers play an important role not only in the prevention of concussion, but also in the identification of a suspected concussion, as well as the ongoing monitoring of students with a diagnosed concussion throughout their Return to School Plan.
- 3.4 The Board recognizes the International Consensus Statement on Concussion in Sports.
- 3.5 The Board recognizes Ontario Physical and Health Education Association (OPHEA)'s concussion protocol, as part of the Ontario Physical Activity Safety Standards in Education (OPASSE).

4.0 SPECIFIC DIRECTIVES

Awareness and Training

- 4.1 The Board recognizes Rowan's Law Day and shall ensure annual concussion awareness events for students and parents are held on or around Rowan's Law Day, which occurs on the last Wednesday in September.
- 4.2 The District shall make available information and resources regarding concussion prevention, identification and management to:
- a) all staff;
 - b) students;
 - c) parents;
 - d) volunteers;
 - e) community partners; and
 - f) childcare providers.
- 4.3 Annual training shall be made available to relevant school staff and extra-curricular leaders to promote awareness and understanding of concussion management practices.
- 4.4 The District shall engage students in concussion-related discussions, including the following:

- a) the importance of fair play and respect for all;
 - b) understanding prohibited play that is considered high-risk for causing concussions;
 - c) understanding the risks of concussion in everyday activities; and
 - d) the importance of the recognition and reporting of concussion symptoms.
- 4.5 Other Prevention Strategies shall include:
- a) minimizing slips and falls in compliance with the Occupiers Liability Act;
 - b) incorporating the rules of a physical activity/sport in the District's learning materials; and
 - c) the proper progressive implementation of the skills required for any physical activity.

Identification and Management

- 4.6 The District shall have practices and procedures in place to govern the identification and management of concussions based on the safety guidelines as established by the Ontario Physical and Health Education Association (OPHEA).
- 4.7 The management of a student's concussion is a shared responsibility, requiring regular communication between home, school, sport organizations with which a student is involved and registered, and the student's medical doctor or nurse practitioner or other licensed healthcare providers, such as nurses, physiotherapists, chiropractors, and athletic therapists, who may play a role in the management of a diagnosed concussion.
- 4.8 The District shall use a multi-step Return to School plan which includes: Rest, Return to Learn (symptoms improving), Return to Learn (symptom free), Return to Physical Activity (light), Return to Physical Activity (specific sports) and Return to Physical Activity (full participation).
- 4.9 Where there is a reason for concern about the possibility of a head injury and/or concussion, the safe practice shall be to discontinue student participation in the activity.
- 4.10 The District shall make it a priority to communicate with parents immediately when a concussion is suspected.
- 4.11 A student with a suspected concussion shall not return to full participation in physical activity unless they are medically cleared by a physician or a nurse practitioner.

Implementation

- 4.12 Every year prior to participation in Board-sponsored interschool sports, the District shall receive confirmation of the review of concussion awareness resources, this policy, and the associated procedure from each of the following individuals:
- a) participant students;
 - b) parents/guardians;
 - c) participant coaches;

- d) team trainers; and
- e) other participating staff.

4.13 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

5.0 REFERENCE DOCUMENTS

Education Act, 1990, Section 321

Rowan's Law, 2018

[Consensus Statement on concussion in sport](#) by the Concussion in Sport Group.

OPHEA-[Concussion Protocol](#)

Ministry of Education [PPM 158, School Board Policies on Concussion](#)

[The Berlin Consensus Statement on Concussion in Sport, October 2016](#)

OCDSB Procedure PR.561.SCO Concussion Management



POLICY P.121.GOV

TITLE: ACCESSIBILITY

Date Issued: 01 December 2009

Last Revised: 28 January 2020

Authorization: Board: 24 November 2009

1.0 OBJECTIVE

- 1.1 To ensure that all reasonable efforts shall be made to identify, remove and prevent barriers to accessibility for all members of the Ottawa-Carleton District School Board (OCDSB) community.

2.0 DEFINITIONS

In this Policy

- 2.1 **Accessibility** means creating an environment in which systemic barriers to the full participation of people with disabilities are reduced or eliminated through reasonable efforts so that there is equitable access for all (e.g., services, systems, and policies).
- 2.2 **Assistive device** means any device used by people with disabilities to help with daily living, including, but not limited to, wheelchairs, walkers, white canes, oxygen tanks, hearing aids and electronic communication devices.
- 2.3 **Accommodation** means using all reasonable efforts to prevent and remove barriers that impede individuals with disabilities from participating fully in the District. Accommodation involves three principles:
- a) Respect for Dignity
 - b) Individual Accommodation
 - c) Inclusion and Full Participation
- 2.4 **Barrier to Accessibility** (outlined in Attachment 1) means anything that prevents a person with a disability from fully participating in all aspects of the District. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, a technological barrier, a policy, procedure or a practice.

- 2.5 **Community** means students, parents/guardians, trustees, staff, and volunteers of a school and feeder schools/family of schools as well as the community of people in businesses and organizations that are served by the District in any way.
- 2.6 **Customer** means all members of the public, including those who have disabilities and may require particular considerations in order to avail themselves of the services provided by a school board.
- 2.7 **Disability** means:
- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
 - b) a condition of mental impairment or a developmental disability,
 - c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d) a mental disorder, or
 - e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

The definition includes disabilities of different severity, visible as well as non-visible disabilities, and disabilities the effects of which may come and go.

- 2.8 **Reasonable Efforts** vary depending on each situation. The OCDSB is expected to use reasonable efforts to ensure that its policies, procedures and practices are consistent with the following principles:
- a) dignity;
 - b) independence;
 - c) integration (except when alternative measures are necessary to meet the needs of an individual with a disability or disabilities); and
 - d) equal opportunity.

The principles may need to be balanced in order to meet the individual needs of the person with a disability.

- 2.9 **Service Animal** means a domesticated animal that may legally reside in an urban, residential home, which provides support to an individual with a disability. Service animals fall along a continuum that includes highly trained, certified guide and service

dogs as well as untrained, uncertified therapy or companion animals that provide emotional support for their handlers.

- 2.10 **Support Person** means another person who accompanies an individual with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods or services. A support person may be a paid professional, a volunteer, a family member or friend.

3.0 POLICY

- 3.1 The District shall use reasonable efforts to ensure that its policies, procedures and practices support and are consistent with its obligations under the *Accessibility for Ontarians with Disabilities Act (2005)* and associated regulations.
- 3.2 The District shall welcome all members of the school and broader community to its facilities by committing staff and volunteers to providing services in a manner that respects the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of assistive devices and service animals.
- 3.3 All Board policies, procedures and practices must be consistent with and shall be governed by the following principles and commitments:
- a) respect for the integration of services to allow people with disabilities to fully benefit from the same services, in the same place and in the same or similar way as other customers, or alternatively, the provision of alternate measures necessary to meet their needs;
 - b) respect for the independence and dignity of people with disabilities allowing them freedom from control or influence of others, freedom to make their own choices, and freedom to do things in their own way;
 - c) respect for the equal opportunity and dignity of people with disabilities to have the same opportunities, benefits and intended outcomes as others;
 - d) a commitment to ensuring, in a timely manner, that people with disabilities have the same access to employment opportunities and services as do all employees and prospective employees;
 - e) a commitment to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services related to information and communications so that they have the same access to our services as other members of our community;
 - f) a commitment to meeting, in a timely manner, the accessibility needs of students with disabilities, and ensuring their safety, in the provision of services related to student transportation;

- g) a commitment to ensuring that accessibility design, criteria and features are considered in the procurement or acquisition of goods, services or facilities, except where it is not practical to do so; and
- h) a commitment to meeting the needs of people with disabilities in the design of public spaces, including newly constructed or redeveloped outdoor play spaces, parking spaces, and pathways.

4.0 SPECIFIC DIRECTIVES

- 4.1
 - a) These directives apply to all members of the OCDSB community in the area of accessibility
 - b) Specific procedures for customer service are provided in PR.666.GOV Accessibility (Customer Service)
- 4.2 The District shall use reasonable efforts to ensure that both visible and invisible barriers to accessibility are identified and removed to ensure the full participation of people with disabilities. This shall include:
 - a) promoting inclusive design in facilities, programs, policies, practices and services to provide equal access for people with disabilities;
 - b) providing a relevant accommodation process that ensures shared responsibility to support the unique needs of people with disabilities;
 - c) addressing attitudes and stereotypes which pose a substantial barrier to people with disabilities; and
 - d) taking into account the impact on people with disabilities when purchasing new equipment, designing new systems or planning a new initiative.
- 4.3 To enhance awareness and responsiveness to the needs of people with disabilities, the District shall ensure that training is provided, appropriate to their specific roles and responsibilities, on its obligations under the AODA and accompanying regulations, the Human Rights Code as it pertains to persons with disabilities, and this policy (including any changes made to it) to:
 - a) all employees and volunteers;
 - b) all persons who participate in developing District policies; and
 - c) all other persons who provide goods, services or facilities on behalf of the District.
- 4.4 No a priori distinctions between categories of service animal shall be made and each request to allow for support by a service animal shall be considered objectively with respect to safety, manageability, and need, taking full account of documented professional rationale and prescription in critical support of either well-being or learning.

- 4.5 The Director of Education shall be responsible for the establishment of procedures to support the implementation of this policy ensuring ongoing compliance with the Accessibility for Ontarians with Disabilities Act, and regulations, as required, in the following areas:
- (i) customer service;
 - (ii) information and communications;
 - (iii) built environment;
 - (iv) employment; and
 - (v) transportation.
- 4.6 The effectiveness of this policy shall be reviewed periodically, according to an established process involving consultation with frontline staff, community members and volunteers.
- 4.7 The Director of Education shall report annually to the Board with respect to the OCDSB's ongoing compliance with this policy.

5.0 APPENDICES

Attachment 1 – Barriers to Accessibility

6.0 REFERENCE DOCUMENTS

Accessibility for Ontarians with Disabilities Act, 2005

Ontario Regulation 429/07 Accessibility Standards for Customer Service

Ontario Regulation 191/11 Integrated Accessibility Standards

Accessibility Standards for Customer Services, Ontario Regulation 429/07 Guide

January 2008 – Ministry of Community and Social Services

Accessibility Standards for Customer Service: Summary of Requirements, March 2008

A Guide to the Integrated Accessibility Standards, July 2012

Board Policy P.125.SCO School Board Code of Conduct

Board Procedure PR.572.HR Disability Support Program – Individual Accommodation Plans

Board Procedure PR.666.GOV Accessibility (Customer Service Standards)

Board Procedure PR.686.SCO Use of Service Animals for Students

BARRIERS TO ACCESSIBILITY

- a) **Architectural or structural** barriers may result from the design of a building such as stairs, doorways, the width of hallways and even room layout.
- b) **Information and communications** barriers can make it difficult for people to receive or convey information. Things like small print size, low colour contrast between text and background, confusing design of printed materials and the use of language that is not clear or plain can all cause difficulty.
- c) **Technology**, or lack of it, can prevent people from accessing information. Everyday tools like computers, telephones and other aids can all present barriers.
- d) **Systemic** barriers can occur through policies and procedures. These are any practices or rules that restrict people with disabilities – for example, denying access to a person with a service animal.
- e) **Attitude** is perhaps the most difficult barrier to overcome. Some people don't know how to communicate with those who have visible or non-visible disabilities or they simply discriminate against them because of stereotypes. Some may feel that they could offend an individual with a disability by offering help or in some cases they will ignore or avoid people with disabilities altogether.



Building Brighter Futures Together at the Ottawa-Carleton District School Board



SPECIAL BOARD PUBLIC MINUTES

Tuesday, February 18, 2020

7:30 pm

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

Trustees Present: Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaabouté Gagne (Student Trustee), Prasith Wijeweera (Student Trustee)

Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Dorothy Baker (Superintendent of Instruction), Prince Duah (Superintendent of Instruction), Mike Carson (Chief Financial Officer), Mary Jane Farrish (Superintendent of Instruction), Eric Hardie (Superintendent of Instruction), Janice McCoy (Superintendent of Human Resources), Shawn Lehman (Superintendent of Instruction), Shannon Smith (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Program and Learning K-12), Pamela LeMaistre (Manager of Human Resources), Karyn Carty Ostafichuk, (Manager of Planning), Sandy Owens (Interim Manager, Business & Learning Technologies), Diane Pernari-Hergert (Manager of Communications & Information Services), Nicole Guthrie (Manager of Board Services), John MacKinnon (Audio-Visual Technician), Susan Baker (Acting Senior Board Coordinator)

1. Call to Order -- Chair of the Board

Chair Scott called the public meeting to order at 7:45 p.m. She acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of the Agenda

Moved by Trustee Lyra Evans, seconded by Trustee Hough,

THAT the agenda be approved.

Carried

3. Report from Special Committee of the Whole, 11 February 2020

Moved by Trustee Penny, seconded by Trustee Jennekens,

THAT the report from the Special Committee of the Whole meeting, dated 11 February 2020, be received.

Carried

Chair Scott reported that, following an election, Justine Bell received a majority of votes cast and will be recommended to the Board for confirmation.

- 3.1 Confirm appointment of Justine Bell as Trustee Zone 10, Somerset/Kitchissippi

Moved by Trustee Penny

Seconded by Trustee Hough

THAT Justine Bell be confirmed as the Trustee for Zone 10, Somerset/Kitchissippi, for the period ending 14 November 2022.

Carried

4. Administration of Oath of Office and Allegiance, Justine Bell, Trustee Zone 10

Trustee-elect Justine Bell was sworn in by Director Williams-Taylor as the new Trustee for Zone 10, Somerset/Kitchissippi.

5. Adjournment

The meeting adjourned at 7:52 p.m.

Lynn Scott, Chair of the Board



COMMITTEE OF THE WHOLE PUBLIC REPORT

Tuesday, February 4, 2020, 7:30 p.m.

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

Trustees Present: Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaabouté Gagné (Student Trustee), Prasith Wijeweera (Student Trustee)

Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Janice McCoy (Superintendent of Human Resources), Michele Giroux (Executive Officer, Corporate Services), Dorothy Baker (Superintendent of Instruction), Stacey Kay (Manager of Learning Support Services), Pamela LeMaistre (Manager of Human Resources), Diane Pernari-Hergert (Manager of Communications & Information Services), Darcy Knoll (Communications Coordinator), Nicole Guthrie (Manager, Board Services), Leigh Fenton (Committee Coordinator)

Non-Voting
Representatives
Present: Cathy Bailey (OSSTF Teachers/Occasional Teachers), Malaka Hendela (OCASC), Wajid Zaman (Student Senate)

1. Call to Order - Vice-Chair of the Board

Vice-Chair Penny called the meeting to order at 7:33 p.m. He acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of Agenda

Moved by Trustee Hough,

THAT the agenda be approved.

Carried

3. Briefing from the Chair of the Board

Chair Scott announced that all District elementary schools from kindergarten to grade eight will be closed on 5 and 6 February 2020. The closure also impacts

students enrolled in grades seven and eight attending secondary schools with grades 7 to 12.

Chair Scott recognized Black History Month and shared a TVO video featuring her former music teacher, Mr. Ted Jewell. The video highlights the career and experiences of Mr. Jewell. She noted that Mr. Jewell taught her lessons in music and later became the first Black mayor of Kapuskasing.

4. Briefing from the Director

Director Williams-Taylor provided the following announcements:

- Parents were reminded to attend the Speaker Series offering a free information session concerning vaping on 5 February 2020 at Sir Robert Borden High School. Information and details are located on the District website;
- As a part of the Right to Read public inquiry, The Ontario Human Rights Commission (OHRC) has launched a survey for parents and guardians of students with reading disabilities. This survey will help the OHRC to engage people with lived experience and learn about human rights issues facing students with reading disabilities. More information can be found on the District website;
- Registration for middle French immersion begins 10 February 2020 and ends 18 February 2020. Students who have completed the grade three Core French program may register;
- Registration for the winter night school sessions closes on 14 February 2020. Classes will be in session from 20 February 2020 to 26 May 2020 at the Adult High School; and
- The deadline for school transfer applications is 18 February 2020.

5. Delegations

There were no delegations.

6. Report from Statutory and Other Committees

6.1 Special Education Advisory Committee, 08 January 2020

Moved by Mark Fisher,

THAT the SEAC Report dated 8 January 2020 be received.

Trustee Boothby noted that Petra Duschner should be reflected in the attendance list.

Moved by Mark Fisher,

THAT the SEAC Report dated 8 January 2020 be received, as amended.

Carried

7. Information Items:

7.1 Report from OPSBA (if required)

There was no report from the OPSBA representatives.

7.2 New Ministry Initiatives Update (if required)

There were no new Ministry initiatives updates.

7.3 OSTA Update (if required)

There was no OSTA update.

8. New Business - Information and Inquiries

Trustee Fisher indicated that he will be providing a notice of motion concerning the creation of an Ad Hoc Committee on succession planning.

9. Adjournment

The meeting adjourned at 7:43 p.m.

Keith Penny, Chair



Building Brighter Futures Together at the Ottawa-Carleton District School Board



COMMITTEE OF THE WHOLE, BUDGET REPORT

Board Room

Tuesday, February 4, 2020

8:00 pm

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

Trustees Present:	Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaaboute Gagne (Student Trustee), Prasith Wijeweera (Student Trustee)
Staff Present:	Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Janice McCoy (Superintendent of Human Resources), Dorothy Baker (Superintendent of Curriculum), Peter Symmonds (Superintendent of Learning Support Services), Michele Giroux (Executive Officer, Corporate Services), Kevin Gardner (Manager of Finance), Pamela LeMaistre (Manager of Human Resources), Diane Pernari-Hergert (Manager of Communications & Information Services), Charles D'Aoust (Coordinator of Budget Services), Teri Adamthwaite (Coordinator of Financial Reporting), John MacKinnon (Audio-Visual Technician), Nicole Guthrie (Manager of Board Services), Leigh Fenton (Board/Committee Coordinator)
Non-Voting Representatives Present:	Wulf Heidecker, Elementary Teachers' Federation of Ontario (ETFO), Jennifer Tremblay, Ottawa-Carleton Secondary School Administrators Network (OCCASN), Steve Spidell (OCSSAN), Rob James, Ottawa-Carleton Elementary Operations Committee (OCEOC), Cathy Bailey, Ontario Secondary School Teachers' Federation (OSSTF) (Teachers), Malaka Hendela, Ottawa-Carleton Assembly of School Councils (OCASC) and Stacey Kay (Non-affiliated staff)

1. Call to Order - Chair of Committee of the Whole, Budget

Chair Schwartz called the public session to order 8:05 p.m. and acknowledged that the meeting is taking place on unceded Algonquin Territories and thanked the Algonquin Nation for hosting the meeting on their land.

2. Approval of Agenda

Moved by Trustee Hough,

THAT the agenda be approved.

Carried

3. Delegations

There were no delegations.

4. Discussion Items

4.1 Report 20-003, Revised Estimates 2019-2020 (M.Carson, ext.8881)

Director Williams-Taylor introduced Report 20-003 and Report 20-021. She noted that she is vested in the establishment of the parameters for the 2020-2021 budget and explained that the creation of the budget is a full-year process.

Your Committee had before it Report 20-003, explaining changes reflected in the District's 2019-2020 Revised Estimates as compared to the District's 2019-2020 Budget and to seek approval of the In-Year Deficit Elimination Plan (the Plan) as required by the Ministry of Education.

Manager Gardner provided the following information:

- The revised estimates show a budgeted deficit of \$8.4 million;
- Average daily enrolment (ADE) decreased by net 75 students which decreased the majority of allocations that comprise the Grants for Student Needs (GSNs);
- The Indigenous Education allocation increased as a result of higher enrolment in secondary courses that qualify for the Indigenous studies amount;
- The Transportation Grant decrease reflects lower enrolment and incorporates funding adjustments driven by prior year costs;
- International student enrolment decreased by 28 students;
- Increased provision for occasional teacher costs are supported by net instructional compensation savings;
- The budget for the Extended Day program anticipated a surplus which will be used to offset the expected deficit for the Infant, Toddler and

Preschool program. Staff is reflecting upon ways to improve service delivery with the surplus;

- Increased operating costs and increased spending on portable relocations is a result of demographic changes and program needs;
- Some funds set aside for the acquisition of minor tangible capital assets (MTCA) such as furniture, equipment and computers are being used to support operations. Investments originally earmarked for broadband expansion and computer modernization will continue;
- Deferred capital contributions and related amortization expenses both decreased as a result of the remaining service life review conducted last year, as directed by the Ministry; and
- The use of accumulated surplus is anticipated to support capital investments, such as the portable acquisitions.

Manager Gardner explained that the Ministry has set a new requirement that an in-year deficit elimination plan be prepared to show how the deficit will be eliminated within two years. To provide for the greatest flexibility in budget planning for the coming years, the Plan identifies revenue reductions of \$1.5 million in 2020-2021 with offsetting reductions in staffing costs and portable relocations. The approach effectively defers the deficit elimination to 2021-2022 and that reductions would be achieved primarily through reduced MTCA investments.

During the discussion, the following points were noted:

- The MCTA were shown as part of the capital budget. The use of MTCA funds ensures that the District continues to be compliant with Ministry requirements for operating budgets;
- A reduction in MCTA investments would impact the renewal cycle; however, the amount that is set aside is based on District priorities. If the funds are not spent on MCTA, they will move to operating revenue and result in either a reduced deficit or increased surplus for the year;
- The Transportation Grant has been adjusted downwards even though transportation costs are expected to increase in relation to last year. The decrease reflects changes in enrolment assumptions and costs that were used to develop the 2019-2020 Budget. The grant calculation uses the prior year's actual financial results of both funding and expenses. Updates using the actual results accounts for approximately \$400,000 of the decrease. The remaining \$400,000 of the total reduction is the result of decreased enrolment and lower stabilization funding which is incorporated into the grant. Rising transportation costs are a challenge across the province and further adjustments will be required to accommodate the needs;

- Trustee Boothby registered her concern that the savings in EDP was in part a result of lower than anticipated needs in special education supports and overall rates of compensation that are less than budgeted. Manager Gardner confirmed that the Manager of Early Learning will be examining the extent of required special education supports and will be bringing forward a report;
- There is a shortfall of funding for teachers in classrooms and this is part of the reason for high attrition rates, however because the attrition rate is high, there is a downward adjustment to the funding formula. Discretionary and mandatory levels of teaching staff are considered when building the budget. Funding is dependent on the outcome of contract negotiations;
- Trustee Ellis requested that a staff memorandum be prepared regarding funding reductions relating to increased attrition from classroom-based teaching positions;
- Appendix E indicates that the in-year deficit reduction plan is a multiple year approach and will be updated in conjunction with the budget development process; and
- The reallocated resources has resulted in the maintenance of many investments previously supported using local priorities funding. It may become more challenging to continue to maintain the investments in the next budget year given the annual attrition of teachers and the resulting reduction in funding provided by the classroom teacher job protection allocation.

Moved by Trustee Lyra Evans,

That the Board approve the In-Year Deficit Elimination Plan attached as Appendix E to Report 20-003.

In response to queries, staff provided the following information:

- The costing for the Facilities Department was based upon preliminary information provided by the facilities group, coupled with the analysis of the previous year's results;
- The surplus for the EDP is unexpected and a report will be presented on potential drivers and a recommendation for fee structure. The Infant Toddler, Preschool (ITP) program and EDP results are netted for financial reporting purposes;
- The District's Technology Plan will continue in the 2020-2021 budget;
- Trustee Scott affirmed that the province had planned a thorough review of student transportation services. Transportation costs

continue to escalate and enhanced accountability is necessary to ensure the effectiveness of student transportation;

- The Regional Internal Audit Team (RIAT) is evaluating the attendance support program and the results of the audit will help inform areas of improvement. The wellness team has deployed strategies to increase capacity in order to reach out to more employees who are reaching the threshold in terms of days absent. A business case exists for bolstering the program and reducing absenteeism in the long term;
- The Priorities and Partnership Funds (PPF) are sometimes announced or confirmed after the annual budget has been approved. They are subsequently included in the revised estimates;
- In the PPF, an anticipated cost of \$247,595 was attributed to the Autism Pilot Project but it was subsequently confirmed that only \$34,000 was available for this project. The allocations are based on Ministry priorities;
- The cost of relocating portables has been a growing pressure for the last couple of years;
- The Ottawa-Carleton Education Network (OCENET) is a related
- OCENET financial information is combined with the District's information and reflected in the consolidated financial statements; and
- Information on changes to investments specifically related to student voice was not readily available during the meeting.

Moved by Trustee Lyra Evans,

That the Board approve the In-Year Deficit Elimination Plan attached as Appendix E to Report 20-003. (Attached as Appendix A)

Carried

4.2 Report 20-021, 2020-2021 Budget Process (M.Carson, ext.8881)

Your Committee had before it Report 20-021, providing information regarding the 2020-2021 budget development cycle and to review the components of the Ministry of Education funding model.

Director Williams-Taylor emphasized that budget planning is a continuous cycle and staff aim to ensure transparency in the process for the public. The report aims to facilitate an understanding of the entry points to the consultation process and encourages engagement and questions. The staff recommended budget will endeavour to condense and format the document to ensure broader access. The practices of other districts and alternate methods of presentation are being explored.

During the presentation of the report and in ensuing discussion, the following points were noted:

- Changing the way the annual budget is presented was largely supported by trustees;
- Trustee Fisher expressed the view that there is a vested interest in using the schools and the wisdom of the teachers and principals to build the District budget from the bottom up;
- Support was voiced for the proposed changes to enhance the presentation of information to more readily demonstrate how recommended expenditure changes align with the 2019-2023 Strategic Plan;
- The categories of the budget should highlight flexible and inflexible costs;
- Trustee Lyra Evans expressed the view that the funding provided to the RAISE Index be increased;
- In addition, in order to encourage the use of public transit, bus passes for high school students could be funded. It was noted that in the City of Kingston, students from grade 9 to 12 attending public, separate, private schools or home-based education ride free of charge;
- Further consideration was suggested on facilitating communication to the public on delegations and a timetable of scheduled discussions. Over the last three to five years, one night of delegations was sufficient to hear all registered individuals; and
- Clear, thematic ties could be established to show how changes in investments are linked to the goals of the Strategic Plan.

Ms. Hendela sought a response to the following queries:

- How will the District engage the public in the budget consultation process;
- Confirmation that the Parent Involvement Committee (PIC) has an opportunity to provide comment on the budget; and
- What are the primary budget pressures and how will the District engage the community.

Director Williams-Taylor noted that she will review these questions as the process begins and advised that budget presentations may be provided at each of the advisory committees. She added that the District is committed to engaging and listening to community voice in the budget process.

Manager Gardner emphasized that special education needs within EDP exist and the staffing capacity to respond to these pressures are considered when developing the budget. Deploying a ThoughtExchange exercise is being contemplated for outreach to parents and guardians.

5. New Business - Information and Inquiries

There was no new business.

6. Adjournment

Chair Schwartz advised that the next meeting is scheduled for 20 April 2020 at 7:00 p.m. The meeting adjourned at 10:06 p.m.

Sandra Schwartz, Chair

	\$
Adjusted In-year Deficit in 2019-2020	<u>(8,223,286)</u>
Preliminary 2020-2021 Adjustments	
ADE-related teacher staffing decrease	1,125,000
Reduced costs relating to portable relocations	400,000
Revenue reductions	<u>(1,500,000)</u>
2020-2021 Net Reduction	<u>25,000</u>
Preliminary 2021-2022 Adjustments	
Reduced minor tangible capital investments including those relating to completed work on broadband modernization, WIFI infrastructure and school furniture and equipment renewal	7,598,286
Align school renewal operating costs to funding	<u>600,000</u>
2021-2022 Net Reduction	<u>8,198,286</u>
Planned in-Year Deficit in 2021-2022	<u>-</u>



COMMITTEE OF THE WHOLE PUBLIC REPORT

Tuesday, February 18, 2020, 7:45 p.m.

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

- Trustees Present:** Justine Bell, Donna Blackburn, Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaabouté Gagne (Student Trustee), Prasith Wijeweera (Student Trustee)
- Staff Present:** Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Mike Carson (Chief Financial Officer), Janice McCoy (Superintendent of Human Resources), Dorothy Baker (Superintendent of Instruction), Mary Jane Farrish (Superintendent of Instruction), Shawn Lehman (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Programming and Learning K-12), Shannon Smith (Superintendent of Instruction), Eric Hardie (Superintendent of Instruction), Prince Duah (Superintendent of Instruction), Pamela LeMaistre (Manager of Human Resources), Julie Cyr (Manager of Early Learning), Karyn Carty Ostafichuk (Manager of Planning), Sandra Owens (Manager of Business & Learning Technologies), Diane Pernari-Hergert (Manager of Communications & Information Services), Nicole Guthrie (Manager of Board Services), Megan Faraday (Planner), David Suriano (Planner), Darcy Knoll (Communications Coordinator), John MacKinnon, Audio-Visual Technician, Sue Baker (Acting Senior Board Coordinator)
- Non-Voting Representatives Present:** Malaka Hendela, Ottawa-Carleton Assembly of School Councils (OCASC); Rob James, Ottawa-Carleton Elementary Operations Committee (OCEOC); Rupi Bergamin, Ottawa-Carleton Secondary School Administrators Network (OCSSAN) and Amina El Sharif (Student Senate).

1. Call to Order - Vice-Chair of the Board

Vice-Chair Penny called the meeting to order at 7:55 p.m. He acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of Agenda

Moved by Trustee Scott,

THAT the agenda be approved.

An amendment moved by Trustee Scott,

THAT item 6.4, Report 20-022 School Year Calendar: Key Dates be moved to precede item 6.1, Report 20-004, John Young Elementary School

Carried, friendly

An amendment moved by Trustee Scott,

That Report 20-028, Early Learning Department - Lead Supervisor Position (referred from in camera session) be added to follow Item 6.2, Report 20-016, Extended Day Program Daily fee Rate for the 2020-2021 School Year.

Carried, friendly

Moved by Trustee Scott,

THAT the agenda be approved, as amended.

Carried

3. Briefing from the Chair of the Board

Chair Scott advised that, on Friday, 21 February 2020, all four education unions will be holding a province-wide strike. This will include the Elementary Teachers' Federation of Ontario (ETFO) and the Ontario Secondary School Teachers' Federation (OSSTF), which represent all unionized employees in the Ottawa-Carleton District School Board (OcDSB). As a result, all OCDSB schools will be closed to students on this day and Extended Day programs will be cancelled. The District will continue to contact parents with further labour relations updates.

Chair Scott advised that, on 10 February 2020, the Board sent its submission to the Ontario Government's 2020 Budget Consultation. Chair Scott thanked trustees for their support in preparing the document. The submission includes a statement that Ontario's school districts need reasonable, predictable and sustainable funding to support multi-year planning to improve student achievement, student well-being, equity of outcomes, and fiscal accountability.

Chair Scott noted that February is Black History Month, a time to reflect on lesser known individuals who broke the colour barrier. Bob Turner was one of the first Black recreation directors in the country during the 1950's. He worked for the City of Cornwall before he passed away at age of 35. The City of Cornwall continues to look for ways to mark his contributions to the community.

4. Briefing from the Director

Director Williams-Taylor advised that, according to Ottawa Public Health, there are currently no confirmed or presumptive positive cases of novel coronavirus in Ottawa. Members of public were advised to contact Ottawa Public Health if they have questions or concerns about recent travel or other issues.

Director Williams-Taylor advised that the District will host two free Speaker Series information sessions. On March 5, at Gloucester High School, Unstoppable Tracy Schmitt will a motivational session to inspire and help overcome obstacles in life. On March 12, at Henry Larsen Elementary School, Dr. Michael Cheng, a child and family psychiatrist at CHEO, will offer advice on how to help families reconnect and reduce screen addiction. Further details can be found on the District's website.

Director Williams-Taylor noted that the annual Toonies for Tummies campaign will run from 6 to 20 February 2020 at Metro and Food Basics stores, and from 13 to 26 February at Sobeys stores to raise funds for student nutrition programs. While this is a national campaign, 100% of donations raised in Ottawa area stores support the Ottawa School Breakfast Program.

5. Delegations

5.1 David Lauer, re. John Young Elementary School Accommodation Measures Consultation

David Lauer expressed his opposition to the staff recommendation to temporarily redirect students in kindergarten and grade 1 from John Young Elementary School to Westwind Public School out of concern about the transparency of the process and the social impacts on the youngest students who are being forced to move twice. He contended that the process was flawed in that it was an example of confirmation bias to confirm a pre-existing conclusion. He submitted that there are other options to consider other than moving young students to Westwind Public School.

Mr. Lauer questioned why other schools in the area were not represented on the advisory committee. He submitted that the parent consultation occurred in January and there was no opportunity for parents to suggest a range of options at such a late date. With respect to the social impacts on children, Mr. Lauer noted that academic impacts on young children were not considered in the report, other than the importance of keeping grades 4-6 sports teams intact at John Young E.S. Mr. Lauer urged the Board to consider moving grades 5-6 students to Glen Cairn Public School until a new school is built in the Fernbank area.

In response to questions, Mr. Lauer suggested that students in grades 5 and 6 be redirected to Glen Cairn PS because staff indicated that moving only grade 6 students would not provide enough overcrowding relief. Some parents who work downtown and planned to send their children to

the Extended Day Program would find the travel time from home to Stittsville excessive. Mr. Lauer contended that there was insufficient time for consultation on the proposed redirection and the impact of the move on young children.

6. Matters for Action:

6.1 Report 20-022, School Year Calendar: Key Dates

Your Committee had before it Report 20-022 seeking approval of the 2020-2021 elementary and secondary school year calendars for the Ottawa-Carleton District School Board.

Superintendent Towaij advised that the Ministry of Education provided province-wide templates to guide and direct local-level discussions. Key dates for the placement of March break and winter holiday break are initially identified by the Ministry. In addition to extensive and early consultation with stakeholders, an online survey was conducted to solicit stakeholder input with regard to the placement of the winter break and the possible addition of two board holidays. Of the over 17,000 responses received, 61 percent selected the Ministry winter break days of 21 December 2020 to 1 January 2021 inclusive, and 60 percent of respondents did not recommend the addition of two Board holidays. Superintendent Towaij noted that the District's calendar is in alignment with other school boards in the region, and all boards are recommending a start date of Monday, 31 August 2020 for staff and Monday, 1 September 2020 for students.

In response to a suggestion from Trustee Lyra Evans regarding scheduling Professional Activity (PA) days during the week of 1 September so that students could start school after Labour Day, Superintendent Towaij advised that, in consultation with the school year calendar committee and other school boards, grouping PA days would not allow time for teachers to reflect on the learning and put it into practice. It would also require the use of two of the three Ministry priority PA days which have very specific foci. In addition, many schools are still hiring in the first week of September.

Moved by Trustee Schwartz,

THAT the school year calendars (attached as Appendix A and B to Report 20-022) be submitted to the Ministry of Education as the official 2020-2021 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools.

During discussion, and in response to queries, the following points were noted:

- A number of constituents have expressed concern about the shorter summer break;

- The three secondary PA days at the end of June are used for student assessment activities; and
- The City of Ottawa is waiting to hear from school boards before setting dates for the summer camps.

Moved by Trustee Schwartz

THAT the school year calendars (attached as Appendix A and B to Report 20-022) be submitted to the Ministry of Education as the official 2020-2021 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools. (Attached as Appendices A and B)

Carried

6.2 Report 20-004, John Young Elementary School - Interim Accommodation Measures Study - Approval

Your Committee had before it Report 20-004 seeking approval of a temporary elementary school attendance boundary redirection of students residing in the Fernbank area, west of Terry Fox Drive in Stittsville who will ultimately be directed to the new Fernbank elementary school upon its opening.

Director Williams-Taylor recalled that the consultation plan for the interim accommodation measures was approved by the Board in November 2019 and consultation has taken place. Superintendent Hardie, Manager Carty-Ostafichuk and Planners Suriano and Faraday advised that rising enrolment levels at John Young Elementary School has resulted in a utilization rate of 155% and the need for 16 portables for 849 students. Enrolment is expected to increase to 956 students in September 2020 and 1072 in September 2021 which is not sustainable given the current capacity for portables on site.

Manager Carty-Ostafichuk advised that preparations are underway to build a new school; however, construction cannot begin until the Ministry of Education provides the capital funding. It is hoped that this will happen in the next couple of months to enable the work to be completed by September 2021. All schools in the community were advised that consultation would take place and the public meeting in January was well attended. A number of options were considered and the option to redirect students in kindergarten and year one was selected as it would allow the students to move as a cohort, and be viable for two years.

Trustee Boothby advised that she would move the staff recommendation with an additional Part G to extend the transfer period for students impacted by the move to appeal for exceptional personal

circumstances. She noted that approximately 30% of the students at John Young ES are in kindergarten classes.

Moved by Trustee Boothby,

- A. THAT future students moving into the Fernbank elementary school (k-6) attendance area, who are in kindergarten (year 1) through grade 6 be directed to Westwind Public School as of September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;
- B. THAT current (2019-2020) year 1 and 2 kindergarten John Young Elementary School students who reside in the new Fernbank elementary school (k-6) attendance area be redirected to Westwind Public School for year 2 kindergarten and grade 1 in September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;
- C. THAT incoming year 1 kindergarten (September 2020 and beyond while the redirection is in effect) and current year 1 and 2 kindergarten (2019-2020) students who reside in the new Fernbank elementary school (k-6) attendance area, but who currently have older sibling(s) in grades 1, 2, 3, 4 or 5 (2019-2020) attending John Young Elementary School be provided a one-time option to remain at John Young Elementary School;
- D. THAT Recommendations A through C to Report 20-004 shall remain in effect until such time as the anticipated new Fernbank elementary school is opened or until other accommodation measures are approved;
- E. THAT upon the opening of the new Fernbank elementary school all of the students who reside in the Fernbank elementary school boundary, including those who remain at John Young Elementary School and those who have been subject to this redirection in accordance with Recommendations A through C to Report 20-004, move in a block (year 1 kindergarten through grade 5) to the new Fernbank elementary school;
- F. THAT the only exception to the redirection outlined in Recommendation E to Report 20-004 shall be those students entering grade 6 and their younger siblings who are attending John Young Elementary school, having exercised a one-time option to remain; and
- G. THAT the student transfer period be extended for a two week period to 3 March 2020 for current John Young Elementary School students or their siblings impacted by interim measures to apply for a transfer to John Young Elementary School or Westwind Public School.

During discussion, and in response to queries, the following points were noted:

- The business case for a new school in the Fernbank area was submitted to the Ministry of Education in September 2019;
- The one-time option for siblings is available for children entering kindergarten next year;
- Redirecting students in grades 5 and 6 to Glen Cairn Public School would put the school over capacity;
- All students who are redirected to Westwind Public School, including siblings, will be eligible for transportation. The cost will depend on the number of siblings who opt to move to Westwind PS ;
- If funding is not received in the next month or two, it is unlikely that the school could be ready for occupancy in September 2021;
- The option of moving Grade 6 students to Glen Cairn PS and new Fernbank students to Westwind PS would alleviate pressure at John Young ES for one year but it would not hold for a second year;
- Approximately 125 students in kindergarten and grade 1 would be redirected;
- Kindergarten students are not generally housed in portables;
- Staff at Westwind PS and John Young ES have begun transition planning. It is not yet known if any Chromebooks that were paid for by the John Young ES school council would be reallocated to Westwind PS;
- No plans have been made for students if a third year of interim measures is required;
- John Young ES has a zero transfer cap, and transfer would only be granted in exceptional personal circumstances;
- All schools in the area were advised of the upcoming consultation and everyone was invited to attend the public meetings;
- There is a 30 minute difference in the start times at John Young ES and Westwind PS; and
- Discussion with the extended day program (EDP) coordinator will take place as part of the transition planning, to determine whether it is possible to extend the hours to allow for additional commute time to Westwind PS.

Trustee Boothby thanked staff for their work and willingness to consider many options.

Moved by Trustee Boothby

- A. **THAT future students moving into the Fernbank elementary school (k-6) attendance area, who are in kindergarten (year 1) through grade 6 be directed to Westwind Public School as of September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;**
- B. **THAT current (2019-2020) year 1 and 2 kindergarten John Young Elementary School students who reside in the new Fernbank elementary school (k-6) attendance area be redirected to Westwind Public School for year 2 kindergarten and grade 1 in September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;**
- C. **THAT incoming year 1 kindergarten (September 2020 and beyond while the redirection is in effect) and current year 1 and 2 kindergarten (2019-2020) students who reside in the new Fernbank elementary school (k-6) attendance area, but who currently have older sibling(s) in grades 1, 2, 3, 4 or 5 (2019-2020) attending John Young Elementary School be provided a one-time option to remain at John Young Elementary School;**
- D. **THAT Recommendations A through C to Report 20-004 shall remain in effect until such time as the anticipated new Fernbank elementary school is opened or until other accommodation measures are approved;**
- E. **THAT upon the opening of the new Fernbank elementary school all of the students who reside in the Fernbank elementary school boundary, including those who remain at John Young Elementary School and those who have been subject to this redirection in accordance with Recommendations A through C to Report 20-004, move in a block (year 1 kindergarten through grade 5) to the new Fernbank elementary school; and**
- F. **THAT the only exception to the redirection outlined in Recommendation E to Report 20-004 shall be those students entering grade 6 and their younger siblings who are attending John Young Elementary school, having exercised a one-time option to remain; and**
- G. **THAT the student transfer period be extended for a two week period to 3 March 2020 for current John Young Elementary School students or their siblings impacted by interim measures to apply for a transfer to John Young Elementary School or Westwind Public School.**

Carried

6.3 Report 20-016, Extended Day Program Daily Fee Rate for the 2020-2021 School Year

Your Committee had before it Report 20-016 seeking approval of the basic daily fee rate and the full-day fee rate for optional days for the EDP operated by the Ottawa-Carleton District School Board (OCDSB) for the 2020-2021 school year, as well as to provide details regarding the costing and accounting model for the program.

Director Williams-Taylor advised that the Ministry of Education requires school boards to charge fees to parents of students enrolled in the EDP to recover costs incurred by the District, including costs associated with accommodating students with special needs. Third party operators of child care programs set their own fee structures based on their existing business models.

Superintendent Duah and Manager Cyr reviewed the report and highlighted that as of September 2019, there are over 5,000 students enrolled in EDP programs. The rate charged by the OCDSB is lower than the rate charge by coterminous boards.

In response to queries, the following points were noted:

- Subsidies are provided by the City of Ottawa based on eligibility requirements and available funding from the Province. Subsidies cover the full cost of the EDP program;
- Currently there is no waitlist for City of Ottawa subsidies. Some families may be waiting for an evaluation to determine if they are eligible for a subsidy;
- Subsidies are guided by legislation and school boards are not permitted to provide subsidies;
- The OCDSB is one of the largest providers of the EDP program in Ontario;
- The EDP program is an extension of the school day and is delivered by staff who also work in the school;
- The District is required to post information about the EDP program, fees, and how to apply for subsidies on its website by 1 May each year;
- The EDP program records a surplus due to staffing shortfalls and economies of scale at larger EDP sites; and
- It is possible that fees will increase in the future when changes are made to enhance the program and additional staff are hired.

Moved by Trustee Schwartz,

- A. THAT the Extended Day program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2020, for students who attend the program full-time; and
- B. THAT the full day fees for optional days of care in the Extended Day program remain unchanged at \$35.00 per day, effective September 2020.

During discussion, the following points were noted:

- The OCDSB EDP program provides flexibility to families with respect to the number of days required and the option to make changes as work schedules change;
- The EDP program is currently in the process of implementing an online registration system that will provide even more flexibility;
- Ms. Hendela noted the use of the surplus generated by the EDP program to cover the shortfall of the Infant, Toddler, Preschool (ITP) program and asked whether consideration has been given to reducing the fees;
- ITP programs require a higher staff to student ratio and are more expensive to run;
- Parents who were unable to use the EDP program on strike days were given a credit;
- The number of EDP programs available during the March break and winter break is reduced because unionized staff are not required to work during these breaks;
- Additional support is provided for students with special needs based on a determination of the child's needs and information provided in the student's individual education plan. There could be a wait of 2-3 weeks depending on staff to student ratios and whether additional hiring is required;
- The District does not explicitly advertise for students with special needs to enrol in EDP programs. It does say that EDP programs are open to all children; and
- Trustee Campbell requested information on the strategic purpose and most recent relevant decision by the Board of ITP.

Moved by Trustee Schwartz

- A. **THAT the Extended Day program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2020, for students who attend the program full-time; and**

- B. THAT the full day fees for optional days of care in the Extended Day program remain unchanged at \$35.00 per day, effective September 2020.**

Carried

6.4 Report 20-028, Early Learning Department - Lead Supervisor Position

Your Committee had before it Report 20-028 seeking approval for the addition of a lead supervisor position within the Early Learning Department.

Director Williams-Taylor noted that further to the discussions regarding the enhancement of the EDP, additional staffing is required to meet the demands of the program.

Superintendent Duah noted that an audit of the EDP was conducted in 2018. Some recommendations have been addressed; however; enhancing professional development, increasing the capacity to staff vacant positions, strengthening controls, and addressing areas identified in the audit requires additional operational support.

Moved by Trustee Campbell,

THAT the Board approve the establishment of a lead supervisor position within the Early Learning department.

During discussion, and in response to queries, the following points were noted:

- A lead supervisor will enhance the development of the program;
- The current supervision complement is insufficient for the size of the program; and
- Early Learning staff has worked with Human Resources staff to prepare an appropriate job description.

Moved by Trustee Campbell

THAT the Board approve the establishment of a Lead Supervisor position within the Early Learning department.

Carried

6.5 Report 20-020, Policy P.074.IT Computer Network Security

Your Committee had before it Report 20-020 seeking approval of the proposed revisions to Policy P.074.IT Computer Network Security (attached as Appendix C to Report 209-020). Superintendent Lehman advised that a revised Appendix B to Report 20-020 was also distributed at the meeting.

Director Williams-Taylor, Superintendent Lehman and Manager Owens advised that, while technology has continually evolved since the policy was implemented in 1999, there is a greater need for awareness for staff and students to be cognizant of threats from social engineering, phishing attacks, and email spoofing. A consultation plan was approved by the Board in October 2019 and the revised policy includes input from the consultation.

Superintendent Lehman advised that, in addition to the proposed consultation, IBM was engaged to review the draft policy and make recommendations. IBM recommended that the policy be streamlined and that detailed operational standards and practices be included in a procedure. The feedback provided from the consultation noted the importance of regular training for staff and students, and the need for a robust security policy to protect data. The Audit Committee recommended that the policy be reviewed every three to five years. It was also suggested that the policy be renamed to Information Technology Security.

With respect to third party sharing, a software catalogue committee will be established to curate, oversee and recommend applications in schools. Members of the committee include the Vice-Principal in Business & Learning Technologies, employees with a background in privacy, and school and central staff. This work is underway throughout the province and the District will collaborate to avoid duplication of effort. Halton DSB has spent the last year working on this project. If a teacher wishes to use software that is not on the list, they can ask the committee to check whether it has been vetted by another board, and if not, suggest another application.

Trustee Campbell advised that he will move the recommendation to approve the policy with the following changes:

- THAT the following definition be added: Availability: Means that systems, applications and data are available to users when they need them; and
- THAT section 4.2 be amended as follows: 4.2 - The District shall make every reasonable effort to protect and secure information digital and physical assets from threat, abuse and/or misuse including through human error, hardware malfunction, natural disaster, security break breach and/or malicious attack.

Moved by Trustee Campbell,

THAT the revisions to Policy P.074.IT, Information Technology Security (attached as Appendix C to report 20-020) be approved, as amended.

The 10:30 vote received the required 2/3 majority to continue.

An amendment moved by Trustee Scott,

THAT the word "is" be added to 3.1.c.

Carried, friendly

During discussion, and in response to queries, the following points were noted:

- Trustee Scott requested that section 4.3 be reworded to clarify the meaning of "classification";
- Trustee Fisher requested that section 3.1.e include the concept of asset management investment;
- Ms. Hendela suggested that 3.1.c include the standards of MFIPPA for privacy and other standards;
- Ms. Hendela queried how to reconcile the personal use of student information on student-owned devices with the infrastructure owned by the Board. Director Williams-Taylor advised that the procedure is intended to provide high-level direction and the procedure which is currently under development would provide information on implementation issues;
- A privacy impact assessment for Google was completed by the Ministry of Education;
- The District has a privacy agreement with Google;
- Third parties who visit schools to conduct courses would not be exempt from putting in a request for a privacy impact assessment for software that is not included in the software catalogue; and
- All recommendations from IBM were adopted.

Trustees Campbell and Fisher advised that they provided additional editorial changes to staff. These changes will be reflected in the revised policy when it is submitted to the Board for approval on 25 February 2020.

Moved by Trustee Ellis,

THAT debate be closed.

Carried

Moved by Trustee Campbell

THAT the revisions to Policy p.074.IT, Information Technology Security (attached as Appendix C to report 20-020) be approved, as amended. (Attached as Appendix C)

Carried

7. Report from Statutory and Other Committees

7.1 Indigenous Education Advisory Council Report, 16 January 2020

Moved by Trustee Hough,

THAT the Report from the Indigenous Education Advisory Council, dated 16 January 2020, be received.

Carried

There were no recommendations in the report.

7.2 Audit Committee Report, 22 January 2020

Moved by Trustee Schwartz,

THAT the Report from the Audit Committee, dated 22 January 2020, be received.

Carried

Vice-Chair Penny advised that the motion to approve the In-Year Deficit Elimination Plan was dealt with at Committee of the Whole Budget on 4 February 2020 and will be presented to the Board for approval on 25 February 2020.

8. Information Items:

8.1 Report from OPSBA (if required)

There was no report from the OPSBA representatives.

8.2 New Ministry Initiatives Update (if required)

There were no new Ministry updates.

8.3 OSTA Update (if required)

There was no OSTA update.

9. Long Range Agendas - February - April 2020

The long range agendas for February to April 2020 were provided for information.

10. New Business - Information and Inquiries

There was no new business.

11. Adjournment

The meeting adjourned at 10:51 p.m.

Keith Penny, Chair



Ministry of Education

School Year Calendar 2020 - 2021

Legend ▶ **H** - Statutory Holiday Schedule
F - First Day Students
E - Scheduled Examination Day
L - Last Day Students
P - Professional Activity Day
B - Board Designated Holiday



OCDSEB - Elementary

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
August 2020				M 3 T 4 W 5 Th 6 F 7 Sa 8 Su 9	M 10 T 11 W 12 Th 13 F 14 Sa 15 Su 16	M 17 T 18 W 19 Th 20 F 21 Sa 22 Su 23	M 24 T 25 W 26 Th 27 F 28 Sa 29 Su 30	M 31 T W Th F Sa Su
September 2020				M T 1 W 2 Th 3 F 4 Sa 5 Su 6	M 7 T 8 W 9 Th 10 F 11 Sa 12 Su 13	M 14 T 15 W 16 Th 17 F 18 Sa 19 Su 20	M 21 T 22 W 23 Th 24 F 25 Sa 26 Su 27	M 28 T 29 W 30 Th F Sa Su
October 2020				M T W 1 Th 2 F 3 Sa 4 Su 5	M 6 T 7 W 8 Th 9 F 10 Sa 11 Su 12	M 13 T 14 W 15 Th 16 F 17 Sa 18 Su 19	M 20 T 21 W 22 Th 23 F 24 Sa 25 Su 26	M 27 T 28 W 29 Th 30 F Sa Su
November 2020				M 2 T 3 W 4 Th 5 F 6 Sa 7 Su 8	M 9 T 10 W 11 Th 12 F 13 Sa 14 Su 15	M 16 T 17 W 18 Th 19 F 20 Sa 21 Su 22	M 23 T 24 W 25 Th 26 F 27 Sa 28 Su 29	M 30 T W Th F Sa Su
December 2020				M T 1 W 2 Th 3 F 4 Sa 5 Su 6	M 7 T 8 W 9 Th 10 F 11 Sa 12 Su 13	M 14 T 15 W 16 Th 17 F 18 Sa 19 Su 20	M 21 T 22 W 23 Th 24 F 25 Sa 26 Su 27	M 28 T 29 W 30 Th F Sa Su
January 2021				M T W Th 1 F 2 Sa 3 Su 4	M 5 T 6 W 7 Th 8 F 9 Sa 10 Su 11	M 12 T 13 W 14 Th 15 F 16 Sa 17 Su 18	M 19 T 20 W 21 Th 22 F 23 Sa 24 Su 25	M 26 T 27 W 28 Th 29 F 30 Sa Su
February 2021				M 1 T 2 W 3 Th 4 F 5 Sa 6 Su 7	M 8 T 9 W 10 Th 11 F 12 Sa 13 Su 14	M 15 T 16 W 17 Th 18 F 19 Sa 20 Su 21	M 22 T 23 W 24 Th 25 F 26 Sa 27 Su 28	M 29 T 30 W Th F Sa Su
March 2021				M T 1 W 2 Th 3 F 4 Sa 5 Su 6	M 7 T 8 W 9 Th 10 F 11 Sa 12 Su 13	M 14 T 15 W 16 Th 17 F 18 Sa 19 Su 20	M 21 T 22 W 23 Th 24 F 25 Sa 26 Su 27	M 28 T 29 W 30 Th F Sa Su
April 2021				M T W Th 1 F 2 Sa 3 Su 4	M 5 T 6 W 7 Th 8 F 9 Sa 10 Su 11	M 12 T 13 W 14 Th 15 F 16 Sa 17 Su 18	M 19 T 20 W 21 Th 22 F 23 Sa 24 Su 25	M 26 T 27 W 28 Th 29 F 30 Sa Su
May 2021				M 3 T 4 W 5 Th 6 F 7 Sa 8 Su 9	M 10 T 11 W 12 Th 13 F 14 Sa 15 Su 16	M 17 T 18 W 19 Th 20 F 21 Sa 22 Su 23	M 24 T 25 W 26 Th 27 F 28 Sa 29 Su 30	M 31 T W Th F Sa Su
June 2021				M T 1 W 2 Th 3 F 4 Sa 5 Su 6	M 7 T 8 W 9 Th 10 F 11 Sa 12 Su 13	M 14 T 15 W 16 Th 17 F 18 Sa 19 Su 20	M 21 T 22 W 23 Th 24 F 25 Sa 26 Su 27	M 28 T 29 W 30 Th F Sa Su
July 2021				M T W Th 1 F 2 Sa 3 Su 4	M 5 T 6 W 7 Th 8 F 9 Sa 10 Su 11	M 12 T 13 W 14 Th 15 F 16 Sa 17 Su 18	M 19 T 20 W 21 Th 22 F 23 Sa 24 Su 25	M 26 T 27 W 28 Th 29 F 30 Sa Su
TOTAL								

Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.



Ministry of Education

F – First Day Students

Statutory Holiday
H - Schedule

Scheduled Examination Day
E -

Professional Activity Day
P -

Board Designated
B - Holiday

Half Day
☐

School Year Calendar 2020 - 2021

OCDsB - Secondary

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
August 2020				M 3 T 4 W 5 T 6 F 7	M 10 T 11 W 12 T 13 F 14	M 17 T 18 W 19 T 20 F 21	M 24 T 25 W 26 T 27 F 28	M 31 T W T F
September 2020				M T 1 W 2 T 3 F 4	M 8 T 9 W 10 T 11	M 15 T 16 W 17 T 18	M 22 T 23 W 24 T 25	M 29 T 30
October 2020				M T W T 1 F 2	M 5 T 6 W 7 T 8 F 9	M 12 T 13 W 14 T 15 F 16	M 19 T 20 W 21 T 22	M 26 T 27 W 28 T 29 F 30
November 2020				M 2 T 3 W 4 T 5 F 6	M 9 T 10 W 11 T 12 F 13	M 16 T 17 W 18 T 19 F 20	M 23 T 24 W 25 T 26	M 30
December 2020				M T 1 W 2 T 3 F 4	M 7 T 8 W 9 T 10 F 11	M 14 T 15 W 16 T 17 F 18	M 21 T 22 W 23 T 24 F 25	M 28 T 29 W 30 T 31
January 2021				M T W T F 1	M 4 T 5 W 6 T 7 F 8	M 11 T 12 W 13 T 14 F 15	M 18 T 19 W 20 T 21 F 22	M 25 T 26 W 27 T 28 F 29
February 2021				M 1 T 2 W 3 T 4 F 5	M 8 T 9 W 10 T 11 F 12	M 15 T 16 W 17 T 18 F 19	M 22 T 23 W 24 T 25 F 26	M 29 T 30 W 31
March 2021				M 1 T 2 W 3 T 4 F 5	M 8 T 9 W 10 T 11 F 12	M 15 T 16 W 17 T 18 F 19	M 22 T 23 W 24 T 25 F 26	M 29 T 30 W 31
April 2021				M T W T F 1	M 5 T 6 W 7 T 8 F 9	M 12 T 13 W 14 T 15 F 16	M 19 T 20 W 21 T 22 F 23	M 26 T 27 W 28 T 29 F 30
May 2021				M 3 T 4 W 5 T 6 F 7	M 10 T 11 W 12 T 13 F 14	M 17 T 18 W 19 T 20 F 21	M 24 T 25 W 26 T 27 F 28	M 31
June 2021				M T 1 W 2 T 3 F 4	M 8 T 9 W 10 T 11 F 12	M 15 T 16 W 17 T 18 F 19	M 22 T 23 W 24 T 25 F 26	M 29 T 30
July 2021				M T W T F 1	M 5 T 6 W 7 T 8 F 9	M 12 T 13 W 14 T 15 F 16	M 19 T 20 W 21 T 22 F 23	M 26 T 27 W 28 T 29 F 30
TOTAL								

Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.



POLICY P.074.IT
TITLE: INFORMATION TECHNOLOGY SECURITY
Date Issued: February 1999
Last Revised: 18 February 2020
Authorization: Board: 27 January 1999

1.0 OBJECTIVE

To ensure the safety, security, **accessibility, confidentiality**, integrity, and business continuity of **information technology** systems to protect the information **created**, owned, processed, or transmitted electronically by the Ottawa-Carleton District School Board.

2.0 DEFINITIONS

In this policy,

- 2.1 **Access** means direct or indirect use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer or other electronic device, computer system, facility or network.
- 2.2 **Authorization** means having the express or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner consistent with the authorized consent or permission.
- 2.3 **Availability** means that systems, applications and data are available to users when they need them;
- 2.4 **Board** means the Board of Trustees.
- 2.5 **Computer** refers to any electronic device or communication device that stores, retrieves, processes, or transmits data.
- 2.6 **Computer system** refers to a set of related, connected or unconnected, devices, software, or other related computer equipment.
- 2.7 **Computer network** means the interconnection of computers, electronic devices, software, or other equipment.
- 2.8 **Computer property** includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.
- 2.9 **Confidential** means data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available

- to others without the owner's or custodian's permission.
- 2.10 **Digital assets** refers to any form of information received, created or gathered on behalf of the OCDSB in the course of District business.
 - 2.11 **District** means the Ottawa-Carleton District School Board.
 - 2.12 **Encryption or encrypted data** refers to the most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.
 - 2.13 **Information** means all information holdings that are stored, transmitted, or processed electronically in the course of District business.
 - 2.14 **Information Technology** refers to a computer, device, or network on which there is a significant operational dependency for the District, and/or which stores, transmits, or provides access to sensitive information. This can refer to computers functioning as servers, and storage devices such as USB keys and portable hard drives, personal computers, printers, and photocopiers which have internal storage capability that could contain sensitive information.
 - 2.15 **Infrastructure** refers to the set of information technology components that are the foundation of information technology services; typically physical components, but also various software and network components
 - 2.16 **Integrity of information** means safeguarding information from unauthorized alteration or destruction.
 - 2.17 **Physical Assets** refers to the information technology infrastructure, such as computers, devices, software applications, network equipment and peripherals, encryption devices, etc. used in the processing, storage, and transmittal of information.
 - 2.18 **Privacy refers** to the quality or condition of being secluded by the presence or view of others. The state of being free from unsanctioned intrusion: a person's right to privacy.
 - 2.19 **Security system** refers to access control technologies such as encryption, password protection, and other forced authentication or access controls designed to keep out unauthorized persons.
 - 2.20 **Security Threats** refers to any possible danger that might exploit a vulnerability to breach security safeguards and therefore cause possible harm to the District's information and/or physical assets.
 - 2.21 **Sensitive information** refers to an electronic set of information or data, such as a database, file or document, that is classified as personal or confidential, whether it is stored on or off premises.
 - 2.22 **Third Party** refers to external vendors or contractors which provide supporting services to the District.

3.0 GUIDING PRINCIPLES

- 3.1 The Board believes that:
- a) a strong, reliable, and secure information technology infrastructure is essential to ensuring an effective working and learning environment;
 - b) a secure infrastructure includes effective long-term contingency and incident management planning to prevent, manage and quickly recover from a security threat or any incident and reduce risk to the organization; and
 - c) where data *is* shared with third parties, they ***must*** maintain the confidentiality, integrity and security standards of the ***District***
 - d) systems and data will be secured by assigned and appropriate access to assure the confidentiality, integrity and security of assets; and
 - e) a governance structure ***as well as appropriate life-cycle asset management and investment are*** critical to promote risk management and ***the*** long term security ***of the board's information technology systems..***
- 3.2 Physical and digital assets are corporate assets and ***are*** considered property of the OCDSB.

4.0 SPECIFIC DIRECTIVES

- 4.1 All users of the District network including staff, trustees, parents, students, vendors, consultants, and partners, with OCDSB-owned and personal assets under their control shall:
- a) safeguard the confidentiality, integrity and availability of District physical and digital assets preserving the privacy of electronically maintained personal information in the custody or control of the District, whether stored on premises or external to the District;
 - b) make ethical choices that abide by the parameters of the Appropriate Use of Technology Procedure when utilizing assets;
 - c) identify and report all suspected or confirmed security incidents in accordance with procedures for reporting information technology or information security incidents or risks;
 - d) monitor and enforce compliance with this policy within the scope of their duties and responsibilities.
- 4.2 The District shall make every reasonable effort to protect and secure ***digital*** and ***physical*** assets from threat, abuse and/or misuse, including through human error, hardware malfunction, natural disaster, security breach, and/or malicious attack.

Security Safeguards

- 4.3 The District shall ensure the security of all information technology through: classification, control, **and** technical measures **to ensure** its use is in accordance with Board policy.
- 4.4 The District shall have a formalized incident management, monitoring, compliance and business continuity response plan in place, aligned with Emergency Response Protocols.

Implementation

- 4.5 The Director of Education is authorized to issue procedures to ensure Information Technology security is integrated with all aspects of the operations of the District.

5.0 REFERENCE DOCUMENTS

The Education Act, 1998, ss. 170, 171

Board Policy P.027.GOV: Corporate Records Management

Board Policy P.049.IT: Electronic Communications Systems

Board Policy P.100.IT Appropriate Use of Technology

Board Policy P.128.GOV Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Board Procedure PR.516.GOV Corporate Records Management Board

Procedure PR.564.IT Computer Network Security

Board Procedure PR.622.IT Appropriate Use of Technology

Board Procedure PR.669.GOV Privacy Breach

Board Procedure PR.672.IT Electronic Communications Systems

Board Procedure PR.685.IT Mobile Devices

NIST Cyber Security Framework 1.1

ISO/IEC 27001:2013