



BOARD PUBLIC MINUTES

**Tuesday, October 29, 2024, 7:00
pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario**

Trustees: Justine Bell, Donna Blackburn, Donna Dickson, Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili Kaplan-Myrth, Matthew Lee (electronic Communication), Cathryne Milburn, Suzanne Nash, Amanda Presley, Lynn Scott, Sharanya Sivasathiyathan (Student Trustee, electronic communication), and Ezio De Stefano (Student Trustee)

Staff: Pino Buffone (Director of Education), Brett Reynolds (Associate Director, Academic), Randy Gerrior (Associate Director, Business Operations), Jesse Mark (Executive Officer, Corporate Services), James Proulx (Executive Officer of Technological Support Services), Shawn Lehman (Superintendent of Employee Services), Richard Sinclair (General Counsel), Sandy Owens (General Manager, Business & Learning Technologies), Diane Pernari (General Manager of Communications and Public Relations), Susan Baker (General Manager, Board Services), Michael Guilbault (Multimedia Coordinator), Darren Gatley (Senior Board Coordinator),

1. Call to Order -- Chair of the Board

Chair Lynn Scott called the public meeting to order at 7:00 p.m.

2. Acknowledgement of Homelands

Chair Lynn Scott acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for hosting the meeting on their land.

3. Declarations of Interest

No declarations of interest were filed.

4. Report from In Camera Session

Vice-Chair Milburn reported that there were no recommendations from the in camera session.

5. Approval of the Agenda

**Moved by Trustee Blackburn, seconded by Trustee Kaplan-Myrth,
THAT the agenda be approved.**

Carried

6. Declaration of Election Result (Zone 2, Kanata North/Kanata South)

Director Buffone declared that Julia Fortey was elected as Trustee for Zone 2 (Kanata North/Kanata South) of the Ottawa-Carleton District School Board (OCDSB) for the term of office beginning 29 October 2024 and ending on 14 November 2026.

7. Administration of Oath of Office and Allegiance (Zone 2, Kanata North/Kanata South)

Trustee-elect Julia Fortey was sworn in by Director Buffone as the new Trustee for Zone 2 (Kanata North/Kanata South).

Trustee Scott called a 5 minute recess at 7:07 p.m.

8. Presentation of the D.A. Moodie Award to Charif Bahloul

Chair Scott presented Charif Bahloul with the D.A. Moodie Award on behalf of the Board.

Ms. Ellen Boynton of the Bells Corners United Church presented Charif Bahloul with the D. Aubrey Moodie Award noting that for 18 years, Mr. Moodie's funds have provided the sum of \$300.00 to the top student in the District "to have fun."

Director Buffone congratulated Charif on his achievements and wished him success in the future.

Charif Bahloul thanked the Board, staff, and the Bells Corners United Church for the D. Aubrey Moodie Award.

9. Briefing from the Chair of the Board

During the briefing from Chair Scott, the following information was provided:

- A Speaker Series event will be held on 13 November 2024 where MediaSmarts Director Matthew Johnson will share tips on Building Better Tech Habits. She noted that this session will explore how families can use technology in healthy ways and how to create better habits that empower youth to be in control, rather than their apps and devices;

- Chair Scott wished a happy Diwali to all those celebrating; and
- It was noted that 8 November 2024 is a Professional Activity (PA) Day for OCDSB elementary schools. There will be no classes for elementary students, EarlyON Centres will be closed, and school staff will participate in learning that focuses on key Ministry priorities: Literacy and Numeracy, and Student Well-being and Safety.

10. Briefing from the Director

During the briefing from Director Buffone, the following information was provided:

- The OCDSB Mental Health team launched a Mental Health Champions initiative which kickstarted with the Mental Health Champions event. This event brought together Champions from 19 secondary schools for a series of activities, discussions, and presentations on topics like coping with stress, reducing stigma, self-care strategies and how to seek help. We look forward to seeing the positive impact that these dedicated students and staff will have on their school communities;
- Student Trustee Sharanya Sivasathiyathan was the recipient of a Youth Ottawa's 21 Under 21 Award at the Gala held on 24 October 2024, in recognition of her work with 'The Girls Education Project' and the 'EmpowHER! Podcast' which reflects her commitment to women's issues and media innovation. She has also contributed to menstrual health advocacy through the Endometriosis Project at the Rideau Students' Union, highlighting the need to support marginalized communities;
- A virtual information session will be held on 21 November 2024 for Grade 12 students and their families entitled Applying to Post-Secondary. Participants will learn about the process of applying to post-secondary education in Canada, with a focus on apprenticeships, colleges and universities;
- The OCDSB Communications team, led by General Manager Pernari, received two awards at the Canadian Association of Communicators in Education's Conference. These awards celebrate Canada's best education communications. As part of the Board's advocacy strategy, several key advocacy areas were identified and prioritized. The Communication's team was recognized for the creation of six 'Advocacy Briefs'. The creation of these materials supported trustees with clear messaging and recommendations in their advocacy outreach efforts to key stakeholders. The briefs were sent to the Minister of Education, MPPs and will be shared with municipal leaders in Ottawa; and
- A second award was presented for the creation of a video showcasing Project True North, an OCDSB experiential learning program centering on student voice by sharing students' discoveries in their own words and highlighting their perspectives about the significance of their work.

11. Delegations

There were no delegations.

12. Confirmation of Board Minutes

12.1 24 September 2024

**Moved by Trustee Blackburn, seconded by Trustee Lyra Evans,
THAT the Board Minutes, dated 24 September 2024, be confirmed.**

Carried

12.2 15 October 2024, Special Board

**Moved by Trustee Blackburn, seconded by Trustee Lyra Evans,
THAT the Special Board Minutes, dated 15 October 2024, be
confirmed.**

Carried

13. Business Arising from Board Minutes

There was no business arising from the minutes.

14. Matters for Action

14.1 Receipt of Committee of the Whole Reports

14.1.a 8 October 2024

**Moved by Trustee Milburn, seconded by Trustee Presley,
THAT the Committee of the Whole report, dated 8 October
2024, be received.**

Carried

14.1.a.a Approval of Annual Report on Internal Audit Activities

Moved by Donna Blackburn

Seconded by Cathryne Milburn

**A. THAT the 2024-25 Annual Report on Internal Audit
Activities, be received; and**

**B. THAT the 2024-25 regional Internal Audit Team
Charter, be approved.**

For (12): Justine Bell, Donna Blackburn, Donna Dickson,
Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili
Kaplan-Myrth, Matthew Lee, Cathryne Milburn, Suzanne
Nash, Amanda Presley, and Lynn Scott

Carried (12 to 0)

14.1.a.b Approval of 2024-2025 RIAT Internal Audit Plan

Moved by Donna Blackburn

Seconded by Cathryne Milburn

THAT the 2024-2025 Regional Internal Audit Plan be approved.

For (12): Justine Bell, Donna Blackburn, Donna Dickson, Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili Kaplan-Myrth, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

Carried (12 to 0)

14.1.b 22 October 2024

Moved by Trustee Milburn, seconded by Trustee Dickson,

THAT the Committee of the Whole report, dated 22 October 2024, be received.

Trustee Fortey noted that item five of the minutes should refer to the briefing from the Chair, rather than Director Buffone.

Moved by Trustee Milburn, seconded by Trustee Dickson,

THAT the Committee of the Whole report, dated 22 October 2024, be received, as amended.

Carried

14.3 Report 24-113, Board Work Plan 2024-2025 (J. Mark)

Your Committee had before it Report 24-113, seeking approval of the Board Work Plan for the 2024-2025 school year.

Moved by Trustee Blackburn, seconded by Trustee Presley,

THAT the 2024-2025 Board Work Plan as outlined in Appendix A to Report 24-113 be approved.

During the discussion and in response to queries, the following information was noted:

- Trustee Lyra Evans expressed concern regarding the quantity of work outlined within the Board Work Plan and queried whether trustees would consider holding additional meetings to ensure the work plan is completed;

- Staff noted that the work plan is a live document that is continuously updated throughout the school year;
- Director Buffone noted that items on the Board Work Plan involve staff input for information and/or action, adding that the Staff Work Plan works in concert with the Board Work Plan and the Multi-Year Strategic Plan, and any additional meetings would require staff involvement;
- Chair Scott suggested that a straw vote could be held to confirm trustee interest in scheduling additional Board meetings;

Moved by Trustee Lyra Evans, seconded by Trustee Dickson,

THAT the Board adopt the rules of committee.

Carried

- Trustee Lyra Evans expressed the view that the Board Work Plan should be completed within the current school year and that the work plan provides an accountability mechanism to the public;
- It was suggested that items not completed on the Board Work Plan within the current school year could be added to next years' work plan;
- It was noted that members on Agenda Planning would decide on the meeting specifics, including the start time of the proposed additional meetings and that at Agenda Planning meetings it would be discussed how to best complete the items on the Board Work Plan;
- It was suggested that the Board Work Plan could indicate which items are prioritized, ongoing, and less prioritized to help inform decisions of trustees and Agenda Planning;
- Some trustees noted that additional meetings would negatively affect the well-being of trustees and the balance of individual commitments outside of the Board's work;
- Director Buffone noted that staff have discussed a 'legend' being integrated into the Board Work Plan that indicates work that is not-yet-started, completed, in progress (work that is to be completed during the course of the current school year) and/or ongoing (work that is work well beyond the scope of one school year). He added that staff time and collective agreements also needs to be respected in regards to the school year;
- Some trustees noted that although the goals of the Board Work Plan are important, the mental health and well-being of staff needs

to be considered and that the work plan priorities will be better understood as the school year progresses;

- It was noted that spring coincides with the budget season which is a particularly busy period for staff;
- Executive Officer Mark noted that he would provide clarification on the scope of the electronic meetings regulation, and in particular, whether trustees must seek permission for electronic attendance at meetings that are not regular Board and COW meetings;

Trustee Milburn assumed the chair.

- Trustee Scott noted that the Board Work Plan functions as a dashboard, noting that updated timelines will be provided at each Board meeting. She noted that many items are monitoring mechanisms, highlighting the distinction between decision and monitoring. She added that it is best is to try and make it work and to factor flexibility into the work plan;

Trustee Scott resumed the chair.

- Trustee Lyra Evans requested a straw poll vote with the intent to provide Agenda Planning with the general thoughts of the Board to help inform their decision as whether to add additional Board meetings.

Chair Scott called a straw poll vote

By way of a straw poll vote, the majority of Board members were in favour of adding additional meetings, if required.

Moved by Trustee Lyra Evans,

THAT the Board end the rules of committee.

Carried

Moved by Donna Blackburn

Seconded by Amanda Presley

THAT the 2024-2025 Board Work Plan as outlined in Appendix A to Report 24-113 be approved (Attached as Appendix A).

For (12): Justine Bell, Donna Blackburn, Donna Dickson, Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili Kaplan-Myrth, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

Carried (12 to 0)

14.4 Notice of Motion, Trustee Milburn, re Ad Hoc Policy Review Committee

Notice of motion having been given in keeping with section 12.9 of the Board's By-Laws and Standing Rules, Trustee Milburn moved as follows:

Moved by Trustee Milburn, seconded by Trustee Lyra Evans,

WHEREAS the Board, at its meeting of 25 April 2023 approved the following motion:

Moved by Trustee Blackburn, seconded by Trustee Scott,

- A. THAT the Board establish an Ad Hoc Policy Review Committee as set out in Appendix D to Report 23-025 with the addition of IEC, ACE, PIC, SEAC and OCASC representatives, as amended;*
- B. THAT all members of the Board be entitled to attend meetings of the Ad Hoc Committee, to receive all materials circulated to the committee, and to participate in debate, including the making of motions and voting; and*
- C. THAT the Ad Hoc Policy Review Committee continue to meet until October 2024 or until the completion of the mandate.*

WHEREAS the Board's By-Laws and Standing Rules define ad hoc committees as having a specific, defined mandate and be expected to complete its mandate by a date specified by the Board;

WHEREAS the Board's By-Laws and Standing Rules provide for the establishment of special purpose committees by resolution or policy;

WHEREAS the mandate of the Ad Hoc Policy Review Committee to assist the Board in the establishment, review, amendment, implementation, rescission and evaluation of policies is ongoing with no foreseeable date for completion of its mandate;

THEREFORE BE IT RESOLVED,

THAT the motion of 25 April 2023 be amended as follows:

- A. THAT the Board establish a **special purpose** Policy Review Committee as set out in Appendix D to Report 23-025 with the addition of IEC, ACE, PIC, SEAC and OCASC representatives, as amended;
- B. THAT all members of the Board be entitled to attend meetings of the **Policy Review Committee**, to receive all materials circulated to the committee, and to participate in debate, including the making of motions and voting; and
- C. **THAT Section 3. Membership, in the Terms of Reference for the Special Purpose Policy Review Committee (attached as Appendix B), be amended to add the Vice-Chair as an ex-officio member as**

follows: “the Chair and Vice-Chair of the Board shall be ex-officio members and shall have full privileges of the committee membership and are included in the total number of trustees appointed”.

~~C. THAT the Ad Hoc Policy Review Committee continue to meet until October 2024 or until the completion of the mandate.~~

In introducing her notice of motion, Trustee Milburn noted the important function of the Policy Review Committee and that the motion seeks to make it permanent as a special purpose committee.

In response to a query on why the vice-chair should be ex-officio rather than having four trustee members, Trustee Milburn noted the importance of the vice-chair being involved with the Policy Review Committee to better inform the vice-chair of the Board’s work.

In response to a query, Executive Officer Mark noted that adding the vice-chair as an ex-officio member is not a significant practical distinction, as all trustees may attend the Policy Review Committee, participate in discussions, and vote.

Chair Scott noted that trustees who are members are required for quorum, regardless of the number of trustees who attend.

Chair Scott suggested that the Board could vote on three sections of the notice of motion separately.

An amendment moved by Trustee Presley,

THAT the Alternative Schools Advisory Committee (ASAC) be included in part A of the motion.

In introducing her amendment, Trustee Presley noted that ASAC is one of the only advisory committees not included.

Trustee Lyra Evans noted that several committees are not included in part A of the motion and has even considered removing the Ottawa-Carleton Assembly of School Councils (OCASC). She added that she is hesitant to suggest adding additional advisory committees to a committee which deals with all the Board policies. Trustee Lyra Evans noted that the Advisory Committee on Equity (ACE), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC) are sufficiently broad reaching to provide fulsome input.

An amendment moved by Trustee Presley,

THAT the Alternative Schools Advisory Committee (ASAC) be included in part A of the motion.

Defeated

Moved by Cathryne Milburn

Seconded by Lyra Evans

THAT the motion of 25 April 2023 be amended as follows:

A. THAT the Board establish a special purpose Policy Review Committee as set out in Appendix D to Report 23-025 with the addition of IEC, ACE, PIC, SEAC and OCASC representatives, as amended (Attached as Appendix B);

For (12): Justine Bell, Donna Blackburn, Donna Dickson, Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili Kaplan-Myrth, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

Carried (12 to 0)

B. THAT all members of the Board be entitled to attend meetings of the Policy Review Committee, to receive all materials circulated to the committee, and to participate in debate, including the making of motions and voting.

For (12): Justine Bell, Donna Blackburn, Donna Dickson, Lyra Evans, Julia Fortey, Jennifer Jennekens, Nili Kaplan-Myrth, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

Carried (12 to 0)

C. THAT Section 3. Membership, in the Terms of Reference for the Special Purpose Policy Review Committee (attached as Appendix B), be amended to add the Vice-Chair as an ex-officio member as follows: “the Chair and Vice-Chair of the Board shall be ex-officio members and shall have full privileges of the committee membership and are included in the total number of trustees appointed”.

For (10): Justine Bell, Donna Blackburn, Lyra Evans, Julia Fortey, Jennifer Jennekens, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

Against (2): Donna Dickson, and Nili Kaplan-Myrth

Carried (10 to 2)

15. Matters for Discussion

15.1 Report from OSTA Representatives (If Required)

There was no report from the OSTA representative.

15.2 Report from OPSBA Representatives (if required)

There was no report from the OPSBA representatives.

16. New Business -- Information and Inquiries

There was no new business.

17. Adjournment

The meeting adjourned at 8:20 p.m.

Lynn Scott, Chair of the Board