



POLICY REVIEW COMMITTEE

April 10, 2025, 6:30 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario

Members: Donna Blackburn (Trustee), Lyra Evans (Trustee), Julia Fortey (Trustee), Cathryne Milburn (Trustee), Amanda Presley (Trustee), Lynn Scott (Trustee)

Non Voting Members: Jennifer Jennekens (Trustee), Calla Barnett (Parent Involvement Committee), Anthony Wong (OCASC)

Staff and Guests Reg Lavergne (Superintendent of Innovative & Adolescent Learning), Shawn Lehman (Superintendent of Employee Services), Jesse Mark (General Counsel, Governance & Legal Services), Darren Gatley (General Manager, Governance Services), Katherine Magner (General Manager, Program Services), Engy Masieh (Policy Analyst), Desirrea Meney (Policy Analyst), Johanna Morrison (Senior Board Coordinator)

1. Call to Order

Chair Presley called the meeting to order at 6:30 p.m.

2. Acknowledgement of Territorial Lands

Chair Presley acknowledged that this meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for their stewardship of these lands since time immemorial.

3. Declarations of Interest

No declarations of interest were filed.

4. Approval of the Agenda

Moved by Trustee Lyra Evans,

THAT the agenda be approved

Chair Presley requested that:

- Item 5.2, Report 25-012, Approval of the Proposed Merger of Learning Resources Policies, be moved to Item 5.1;

- Item 5.3, Report 25-021, Rescission of P.082.HR - Selection, Training, Placement, and Appraisal of Staff for the Positions of Principal and Vice-Principal, be moved to Item 5.2; and
- Item 5.1, Report 25-011, Approval of Revisions to P.128.GOV - Privacy - MFIPPA, and Rescission of P.093.SCO - Confidential Communications Between Students and Staff, be moved to Item 5.3.

Moved by Trustee Lyra Evans,

THAT the agenda be approved, as amended

Carried

5. Matters for Action:

5.1 Report 25-012, Approval of the Proposed Merger of Learning Resources Policies (R. Lavergne)

Your Committee has before it Report 25-102, seeking approval of the proposed merger of learning resources policies.

Moved by Trustee Lyra Evans,

THAT the proposed merger of Policies P 030 CUR and P 031 CUR, attached as Appendix A to Report 25-012, be approved.

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

- The Ministry of Education (MOE) has the right to direct the use of specific learning resources;
- The Complaints Resolution Policy P.129.GOV is applicable should there be concerns with the selection of learning resources;
- The selection of learning resources falls under operational responsibility, based on curriculum, and the decision would end with a multidisciplinary review committee including the Director of Education or designate; and
- Many of the guiding principles listed in Section 3.0 of Appendix A to Report 25-012 are from the original learning resources policy; however, additional guiding principles were added based on feedback.

An amendment moved by Trustee Scott,

THAT Part B of the definition of “learning resources” include a definition of “library resources”.

Carried, friendly

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

- After receiving previous feedback, the term “alternative narrative” was used instead of “counter narrative” to allow for multiple perspectives;
- The multidisciplinary review panel would have expertise in learning materials subject matter;
- It was suggested that it would be beneficial to have trustee input at the appeal level;

Trustee Scott assumed the Chair.

- The current breakdown of the multidisciplinary panel in Section 3.10 b) B. of accompanying procedure PR.520.CUR was reviewed;
- The accompanying procedures to this policy are in the process of being updated; and

Trustee Presley resumed the Chair.

- With the addition of a definition of library resources to the proposed policy, staff will consider removing the word “classroom” from the title of the policy.

An amendment moved by Trustee Lyra Evans,

THAT section 4.6 of Appendix A to Report 25-012 be amended to read as: “including an appeal to a committee comprising a multidisciplinary review panel, a trustee, and the Director or designate, to resolve disputes not settled at the school level.”

Defeated

The meeting recessed at 7:43 p.m. and resumed at 7:46 p.m.

Moved by Trustee Blackburn,

THAT debate be ended.

Carried

An amendment moved by Trustee Lyra Evans,

THAT a new section be added after section 4.6 of Appendix A to Report 25-012 to read as: "A decision of the multidisciplinary review panel may be appealed to a panel of trustees" and that staff adjust the numbering of the policy as appropriate.

Defeated

Moved by Trustee Lyra Evans,

THAT the proposed merger of Policies P 030 CUR and P 031 CUR, attached as Appendix A to Report 25-012, be approved, as amended (Attached as Appendix A).

Carried

5.2 Report 25-021, Rescission of P.082.HR - Selection, Training, Placement, and Appraisal of Staff for the Positions of Principal and Vice-Principal (S. Lehman)

The Committee has before it Report 25-021, seeking approval of the rescission of P.082.HR - Selection, Training, Placement, and Appraisal of Staff for the Positions of Principal and Vice-Principal.

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

- The MOE directs the District through provincial regulation on this matter, and there are two OCDSB procedures in place to provide guidance: PR.578.HR - Placement of Principals and Vice-Principals, and PR.579.HR - Training of Principals and Vice-Principals;
- Staff do not see any negative operational impact with the rescission of this policy;
- It is possible to have a procedure in place without an anchoring policy; and
- It was noted that accompanying procedures PR.578.HR and PR.579.HR will be reviewed and updated to ensure they are current and relevant.

Moved by Trustee Lyra Evans,

THAT Policy P 082 HR - Selection, Training, Placement, And Appraisal Of Staff For The Positions Of Principal And Vice-Principal, attached as Appendix A to Report 25-021, be rescinded (Attached as Appendix B).

Carried

5.3 Report 25-011, Approval of Revisions to P.128.GOV - Privacy - MFIPPA, and Rescission of P.093.SCO - Confidential Communications Between Students and Staff (J. Mark)

Your Committee has before it Report 25-011, seeking approval of revisions to P.128.GOV - Privacy - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and seeking approval of rescission of P.093.SCO - Confidential Communications Between Students and Staff.

Moved by Trustee Blackburn,

THAT:

A. The proposed revisions to Policy P 128 GOV - Access to Information and Privacy Protection, attached as Appendix A to Report 25-011, be approved; and

B. The standing Policy P 093 SCO - Confidential Communication Between Students and Staff, attached as Appendix C to Report 25-011, be rescinded.

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

- Confidentiality is a sub-topic of privacy, so the proposed revisions and rescission would consolidate the information;
- The Ottawa-Carleton District School Board (OCDSB) has been designated as the custodian for health information in the policy, alleviating ambiguity;
- The length of time information is kept on file is determined by multiple factors;

Trustee Scott assumed the Chair.

- It was suggested that keeping demographic data for as long as possible would be helpful when analyzing topics such as student achievement; and

Trustee Presley resumed the Chair.

- A student is the owner of their own personal health information, and all staff are bound by the *Personal Health Information Protection Act (PHIPPA)*.

An amendment moved by Trustee Lyra Evans,

THAT the words "be permitted" be removed from section 4.10 of the proposed policy P.128.GOV, attached as Appendix A to Report 25-011.

Defeated

Moved by Trustee Blackburn,

THAT:

A. The proposed revisions to Policy P 128 GOV - Access to Information and Privacy Protection, attached as Appendix A to Report 25-011, be approved (Attached as Appendix C); and

B. The standing Policy P 093 SCO - Confidential Communication Between Students and Staff, attached as Appendix C to Report 25-011, be rescinded (Attached as Appendix D).

Carried

6. New Business -- Information and Inquiries

It was suggested that staff be given notice of proposed amendments in advance of the meeting so there is sufficient time to prepare.

It was suggested that alternates for non-voting representatives be allowed to attend policy review committee meetings.

General Counsel Mark has directed policy analysts to revert the Tier 1 change in the environment policy and trustees will be notified of this in the next Tier 1 memorandum. The approach to the Tier 1 change is in the process of being reviewed.

7. Adjournment

The meeting adjourned at 8:45 p.m.

Amanda Presley, Chair, Policy Review Committee