

COMMITTEE OF THE WHOLE PUBLIC REPORT

Tuesday, October 1, 2019, 7:30 p.m.

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

Trustees Present: Erica Braunovan, Donna Blackburn, Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaaboute Gagne (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), Mary Jane Farrish (Superintendent of Instruction), Dorothy Baker (Superintendent of Curriculum), Shawn Lehman (Superintendent of Instruction), Eric Hardie (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Instruction), Sandra Owens (Manager of Business & Learning Technologies), Diane Pernari-Hergert (Manager of Communications & Information Services), Darcy Knoll (Communications Coordinator), John MacKinnon (Audio-Visual Technician), Sue Baker (Acting Manager of Board Services), Nicole Guthrie (Senior Board Coordinator)

Non-Voting
Representatives
Present: Cathy Bailey, Ontario Secondary School Teachers' Federation (OSSTF); Elizabeth Kettle, Elementary Teachers' Federation of Ontario (ETFO); Steven Spidell, Ottawa-Carleton Secondary School Administrators Network (OCSSAN)

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

Vice-Chair Braunovan called the meeting to order at 7:51 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 Agenda

Moved Trustee Jennekens,

THAT the agenda be approved.

Carried

3. Briefing from the Chair of the Board

Chair Scott advised that the Minister of Education has announced that central table negotiations with CUPE education workers have ended and CUPE members began job action with a partial withdrawal of services on 30 September 2019. The OCDSB does not have any CUPE bargaining units; all OCDSB schools will be open and all school activities will continue as regularly scheduled. The District will remain committed to keeping the community informed.

Chair Scott announced that the second speaker series event will take place on 10 October 2019 at Earl of March Secondary School. Led by Karyn Kibsey, of the Canadian Centre for Child Protection, the session is intended to help parents/guardians better understand the issue of child sexual abuse. Attendees will learn about the scope of child sexual abuse, personal boundaries, adult supervision; children's use of internet-enabled devices, concerning sexual behaviour in children, what to talk to your child about, and reporting.

4. Briefing from the Director

Director Williams-Taylor noted that World Teachers' Day, held annually on 5 October since 1994, was established by the United Nations Educational, Scientific and Cultural Organization (UNESCO). She noted that its purpose then and today is to focus attention on the contributions and achievements of teachers, and to highlight teachers' concerns and priorities regarding education.

Director Williams-Taylor advised that World Teacher's Day is an important occasion to mark progress and reflect on ways to promote the teaching profession and recognize teachers as key to the achievement and success of future generations.

Director Williams-Taylor announced that October is Cyber Security Awareness Month. Staff will be promoting and supporting learning in online safety and information sharing. More information and tips will be shared on the District's social media platforms and will be a part of this month's School Council Newsletters and Keeping You Connected.

Director Williams-Taylor noted that Superintendent Olga Grigoriev has announced her intention to retire at the end of December 2019. Throughout her career Superintendent Grigoriev has been an advocate for students and creating learning environments that encourage creativity and help each child realize their potential. On behalf of the Ottawa-Carleton District School Board, she wished Superintendent Grigoriev the very best in her future endeavours.

Director Williams-Taylor advised that, on 11 October 2019, all staff will participate in a half day training session dedicated to the Commit to Kids program. The Commit to Kids program helps child-serving organizations reduce the risk of sexual abuse and create safer environments for children in their care.

Director Williams-Taylor noted that tools from the Commit to Kids program provides organizations with information on the issue of child sexual abuse which

forms the basis for educated policies and procedures, including hiring and screening, reporting, and staff training. She added that the training will enable all employees and volunteers throughout the District to uphold standards of conduct that protect children and youth in their care by focusing on healthy interaction between adults and children.

5. Delegations

There were no delegations.

6. Matters for Action:

6.1 Report 19-092, Revisions to Policy P.074.IT Computer Network Security

Your committee had before it Report 19-092 seeking approval of a consultation plan regarding revisions to Policy P.074.IT Computer Network Security.

During the presentation of the report the following points were noted:

- The revised policy is focused on network security and establishes key areas of control in the District's network security infrastructure;
- The policy sets the parameters for a secure infrastructure; the specific protocols will be established in the companion procedure that is under development;
- In 2018, the District worked with a third-party provider in the 10 Essential Security Practices Assessment. The assessment identified four key areas for development: governance framework, policy framework, security and metrics reporting, and security awareness program;
- A security steering committee was created and one of the first recommendations was to update the policy;
- Staff noted that training is critical to creating a secure and aware organization;
- A software catalog committee will make recommendations on applications for use in schools; and
- Consultation on the policy will be undertaken through online communications as well as face to face meetings. Staff will meet with the Audit Committee, unions, school councils and utilize the District's communication channels to encourage feedback.

Moved by Trustee Schwartz,

THAT the consultation plan outlining revisions to Policy P.074.IT Computer Network Security, attached as Appendix B to Report 19-092 be approved.

In introducing the motion Trustee Schwartz shared that the Audit Committee has had discussions on the security of the Districts network and the policy is well thought out.

During the discussion the following points were noted:

- Staff anticipates input from school councils and the community on security protocols or best practices that should be included, possible gaps or opportunities to enhance computer and information management security practices and resources and supports that may be necessary to support the effective implementation of the policy;
- A consultation section will be added to the District website where questions may be posed to the community. Given the complexity of the subject matter, the consultation is targeted and a response can be provided as an individual or on behalf of a school council. Parents and guardians, as well as the school council community, will be made aware of the consultation and how they may participate;
- Policy P.128.GOV Privacy Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) references personal information. Employees and volunteers have a duty to confidentiality and to protect any systems with which they work. If a parent, for example, receives information erroneously, the privacy breach is acknowledged and they are asked to return the information and sign an acknowledgment statement to ensure that they understand the importance of keeping the information confidential;
- The intent of the revisions was to clarify the statement and make the document more concise;
- The Audit Committee has discussed the issue of network security particularly as it pertains to the risks and vulnerabilities associated with the Business and Learning Technology department and related physical infrastructure;
- Trustee Fisher advised consultation with standards councils, the District's insurers and technology companies the District may have on retainer. He expressed the view that the subject matter would warrant seeking expertise and input beyond those traditionally consulted;
- Superintendent Lehman advised that staff have reviewed the International Organization for Standardization (ISO) guidelines in conjunction with the policy review and revision and will also review similar information from the District's insurer;
- Trustees expressed concern regarding the timelines to ensure input from school councils and recommended staff distribute the draft to school councils as soon as possible. Staff indicated they were

amenable to extending the consultation period into December should it be required;

- Staff noted that there will be an online survey;
- In response to a query regarding the use of applications on District-owned devices and that the data collected through the use of the applications belongs to the District and should be considered an intangible asset. Staff noted that Policy P.128.GOV deals with privacy and Policy P.074.IT deals specifically with computer network security;
- Trustee Scott noted that she would appreciate having a better understanding of how various applications authorized for use on District devices and within the context of the network;
- Trustee Campbell expressed concern over the level of detail in the policy and noted that it lacks clear policy statements;
- The trustees suggested the policy be reviewed by industry experts, even if it required that they are paid for the review service;

In wrap-up Trustee Schwartz noted that many school councils have subject matter experts and it is important to speak to school councils, especially those interested individuals.

Moved by Trustee Schwartz

THAT the consultation plan outlining revisions to Policy P.074.IT - Computer Network Security, attached as Appendix B to Report 19-092 be approved. (Attached as Appendix A)

Carried

6.2 Report 19-094, Amendment to Policy P.125.SCO School District Code of Conduct

Your committee had before it Report 19-094 seeking approval of an amendment to Policy P.125.SCO School District Code of Conduct in compliance with the Ministry's revised Policy and Program Memorandum 128 on the Provincial Code of Conduct and School Board Codes of Conduct.

During the discussion and in response to questions the following points were noted;

- The required language was added to section 3.1;
- The addition outlines the prescriptions from the Ministry regarding the use of personal mobile devices during instructional time;

- A fullsome review of the policy will be conducted at a later date and will also include Policy P.100.IT Appropriate Use of Technology;
- Policy P.125.SCO School District Code of Conduct is reviewed every three years and the review is scheduled to happen during the 2019-2020 school year; and
- The PPM is specific in its directive for the wording to be added to the policy by 4 November 2019.

Moved by Trustee Lyra Evans

THAT the Board approve an amendment to Policy P.125.SCO School District Code of Conduct, attached as Appendix B to Report 19-094. (Attached as Appendix B)

Carried

6.3 Notice of Motion, Re: Number of Monitoring Reports on the Amalgamation of Rideau High School and Gloucester High School, Trustee Blackburn

Having provided notice, Trustee Blackburn moved as follows:

WHEREAS on 7 March 2017, the Board approved the closure of Rideau High School, redirected students to Gloucester High School, and directed staff to prepare a report for February 2018, and every year thereafter for three years, which allows staff and the Board to monitor the achievement and well-being of all the students at the newly amalgamated school and which shall include the following things, among others:

- Total enrolment, number of new students disaggregated by preamalgamated boundaries, attrition/retention rates disaggregated by preamalgamated boundaries, and number of sections by pathway;
- Information about supports in place at the school for special education students, English language learners, and students residing in lower income neighbourhoods;
- Student achievement and well-being data; and
- EQAO results at the school level and disaggregated by preamalgamated boundaries.

WHEREAS monitoring reports have been provided to the Board at the 1 May 2018 Committee of the Whole meeting and to Board on 28 May 2019;

WHEREAS the production of monitoring reports required significant involvement and time of Gloucester High School staff and students, the Research, Evaluation, and Analytics Department (READ), Business & Learning Technologies department, and senior staff which redirected their time away from supporting student needs;

WHEREAS the disaggregation of enrolment and achievement data by grade according to pre-amalgamated boundaries for comparison with Education Quality Accountability Office (EQAO) data by school for the past five years would represent a significant workload for staff in the Research, Evaluation, and Analytics Department;

WHEREAS Section 12.14 of the Ottawa-Carleton District School Board By-Laws and Standing Rules allows for a “motion to amend something previously adopted may be made only with due notice in writing, which should set out new information or other reasons in support of the motion”;

THEREFORE BE IT RESOLVED

THAT the following motion approved by the Board on 7 March 2017 be amended to reduce the number of annual monitoring reports from three to two reports:

WHEREAS on 7 March 2017, the Board approved the closure of Rideau High School, redirected students to Gloucester High School, and directed staff to prepare a report for February 2018, and every year thereafter for two years, which allows staff and the Board to monitor the achievement and well-being of all the students at the newly amalgamated school and which shall include the following things, among others:

- i. Total enrolment, number of new students disaggregated by pre-amalgamated boundaries, attrition/retention rates disaggregated by pre-amalgamated boundaries, and number of sections by pathway;
- ii. Information about supports in place at the school for special education students, English language learners, and students residing in lower income neighbourhoods;
- iii. Student achievement and well-being data; and
- iv. EQAO results at the school level and disaggregated by preamalgamated boundaries.

In introducing the motion Trustee Blackburn noted that the two reports provided to the Board are sufficient and that it is clear Gloucester High School is a success. She noted that it takes a significant amount of time to prepare the report and with identity-based data collection set to begin in November 2019 the READ team's time could be limited. She expressed the view that the trustees sought the three year reporting time for political reasons and it was not requested by the community.

On a point of order, Trustee Ellis objected to Trustee Blackburn's comment regarding political reasons. Chair Braunovan advised the comment was in order.

Trustee Lyra Evans indicated that the Board had committed to providing the reports for three years and it is important to honour the commitment.

Trustee Campbell was open to the proposal but expressed concern about the quality and the value of the research. He noted that the special supports extended to the school were in effect for two years and that the data from the third year may be of value to determine the effectiveness of future school closures and amalgamations.

Executive Officer Giroux noted that the report represents a significant undertaking by the READ team. It requires 50 to 100 hours of work that includes a specialized data pull and disaggregation. The research officer who had compiled the report in the past is currently on leave and as a result, it may take more time.

Trustee Boothby speaking against the motion noted the importance of the evaluation of the three years of data and its impact on future decisions. She noted that it is important for the Board to understand the accomplishments and failures associated with the redirection.

Moved by Trustee Ellis,

That the item be deferred to the 19 November 2019 Committee of the Whole meeting.

Carried

Trustee Schwartz noted that deferring the matter will give trustees time to consult with the Gloucester High School community and school council.

Executive Officer Giroux noted that a deferral to November will not impede the work on the report.

7. Report from Statutory and Other Committees

7.1 Special Education Advisory Committee, 11 September 2019

Moved by Trustee Boothby,

THAT the Special Education Advisory Committee report dated 11 September 2019 be approved.

Trustee Boothby noted that the last sentence of the second paragraph on folio 31 should begin with the word "The".

Trustee Scott requested that the first two sentences of her statement on folio 31 be revised to read "Trustee Scott advised that the District's Special Education policy does not specify ratios, how many special classes there will be or for what programs.";

Moved by Trustee Boothby,

THAT the Special Education Advisory Committee report dated 11 September 2019 be approved, as amended.

Carried

8. Information Items:

8.1 Report from OPSBA

Trustee Penny noted that a detailed report from the OPSBA meetings held on 27 and 28 September 2019 was provided to trustees. He noted that the remarks from Minister Lecce's visit as well as discussions on the Indigenous Trustee Council were highlights of the meeting. Trustee Boothby added that Minister Lecce commented on the importance of giving voice to marginalized communities and that the Ministry of Education had not made final decisions regarding eLearning and the consultation on the matter may continue.

8.2 New Ministry Initiatives Update

There were no new Ministry updates.

8.3 OSTA Update

There was no OSTA update.

9. New Business - Information and Inquiries

Trustee Fisher noted that Carleton Heights Public School has experienced unanticipated impacts as a consequence of the Western Area Review and an influx of refugees and new immigrants. He noted the pressure on the school and requested that staff provide the Board with information on the changes and impacts that have occurred at the school and the ways in which staff plan to ameliorate the issues.

CFO Carson noted that Superintendent Baker has been working with the school's principal. He noted that the school's enrolment is presently close to 500 students with a capacity of 370 and staff are aware of the challenges. He anticipated staff could provide an update to trustees early in January 2020.

Trustee Fisher requested a consolidated report on the nature, depth, and scope of the challenges faced with respect to the issue of employee misconduct. He noted that he would appreciate an understanding of the number of complaints and the possible risk to the Board. Director Williams-Taylor noted that she would consult with the Superintendent of Human Resources and the legal team and provide a response.

Trustee Scott requested further clarification regarding Memo 19-111 Extended Day Program Waitlists. She noted that the memorandum was unclear as to whether or not third-party provider information was included. Director Williams-Taylor responded that third-party operators do not provide the District with data on waitlists. She noted that staff would provide additional information that may address the concern.

10. Adjournment

The meeting adjourned at 8:57 p.m.

Erica Braunovan, Chair