OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

MEMORANDUM

Memo No. 19-134

TO: Trustees
Student Trustees

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board
Mary Jane Farrish, Superintendent of Instruction

DATE: 22 November 2019

RE: Updates to Safe Schools Consultation Plan

In response to feedback from the Board of Trustees at the 5 November 2019 Committee of the Whole regarding Appendix B to Report 19-087: Safe Schools Consultation Plan, this memo presents revisions to the Consultation Plan in a brief commentary and a chart to reflect the input received. Attached to this memo is Appendix A - revised Consultation Plan.

Timelines

Trustee feedback:

Trustees expressed concerns with respect to the timeline in the consultation plan, citing that it may not allow for analysis and interpretation of the breadth of feedback from the consultation forums necessary to complete draft policies for approval by the Board in June 2020.

Response:

The timeline has been extended until November 2020. The revised plan provides for greater time to complete the multiple forums in phase one and for feedback on the draft policies in the second phase. This revised timeline concludes with the presentation of the draft policies to Trustees for approval in November of 2020. We hope that this will provide greater ability for existing committees and councils to promote the consultation process and also to allow for members to provide feedback at each of the stages within the forums available as per the consultation plan. This extended timeline also allows for us to bring the draft policies to a COW meeting in June or September for initial Trustee input in addition to the phase 2 engagement activities.

Breadth of topics

Trustee Feedback:

Trustees recognize the volume of related policies and procedures in the domain of Safe Schools and asked for clarification about how staff would manage the facilitated discussions. Also of importance is understanding how staff will respond to what we hear to be responsive through other policy or procedural action.

Response:
The stakeholder forums will begin with an overview of the component parts of the Safe Schools domain of policies and procedures. Participants will then be able to join smaller facilitated discussion groups on the topics which are of most interest to them within the domain of the current policies and procedures, e.g., dress code, bullying prevention, progressive discipline, suspensions, etc.

A staff member will act as a facilitator to each group and will help balance the discussion and ensure all input is captured. The intent of the forums is to offer opportunities for feedback on each of the themes identified and listen to what is presented. There will be opportunities for feedback to be shared beyond the time and dates of the forums.

Model of consultation engagement
Trustee Feedback:
Inclusion of multiple stakeholder voices is a priority for trustees through this consultation process. Clarity about how stakeholders enter the process in each phase was requested, as was confirmation of how trustee input will be incorporated.

Response:
Phase one of the consultation is designed to encourage broad participation and connect multiple stakeholders from diverse sub-groups. Having two large parent/guardian sessions will allow different stakeholders such as school council members, advisory committee members as well as trustees in the discussion and input sharing.

Student engagement in this consultation at phase one will be navigated by school level personnel who have knowledge of school level data, students, and effective methods to solicit and include the diversity of perspectives within their student body.

Staff engagement will be designed similarly to the parent/guardian forum with a cross section of employee groups gathering together to share input.

There will be an opportunity for online input throughout phase one to allow for voices to be heard outside of the live events.

Phase two of the consultation will invite stakeholders to respond to the draft policies once developed. The draft policies will be presented for discussion at Committee of the Whole to allow trustees the opportunity to discuss the document in draft form. The draft policies will be posted and information about how to provide feedback will be done through messaging to phase 1 participants, parents generally, school councils, staff and students. Feedback can be provided through the District's online platforms as detailed once the drafts are ready to be published for input.
The District will also encourage participation in Phase one and Phase two through online platforms such as School Council Connects newsletters, website banners, and social media posts, etc. This will provide a window of opportunity for stakeholders to

provide feedback during both phases of the consultation prior to presenting the draft policies for approval by the Board of Trustees.

Communication
Trustee Feedback:
A recommendation that communication methods and promotion of the consultation process is pursued through existing District committees and councils.

Response:
In addition to communication on the website, by email to parents, the school council newsletter, social media and Keeping You Connected, information will be shared with the Chairs of advisory committees, school principals for school council chairs, Ottawa-Carleton Association of School Councils (OCASC).

Phase One Consultation engagement

Engagement	Trustees	Students	Parents/ Guardians and/or Community Partners	Employee Groups	Date	Promotion/Communication
Approval of Plan	✓				Nov. 26, 2019	COW meeting
Principal and Vice Principal facilitated discussion forum				✓	November 2020	Safe Schools Principal and Vice Principal project lead
School based Student Focus Groups		✓			Nov. 2019 - January 2020	School Administrators Student Senators and Student Council Presidents
Student Senate and School Council Presidents Focus Groups	✓	✓			December 2019 - January 2020	Trustee and Staff advisors
School based employee group discussion forums facilitated in collaboration with OSSTF and ETFO				✓	December - January 2020	Federation presidents, internal online communication tools accessed by employees
Community			✓		January	Community partnership

partner and service agency facilitated discussion			Community Partners		2020	contacts
Parent/Guardian facilitated discussion forums	✓		✓ Parents/ Guardians		East and West locations March - April 2020	OCDSB communication platforms, School Administrator through School Council Chairs, Chairs of OCASC and Advisory Committees

Phase two Consultation Engagement

Engagement	Trustees	Students	Parents/ Guardians and/or Community Partners	Employee Groups	Date	Promotion/Communication
Draft Policies shared with all participants of phase one consultation.	✓	✓	✓	✓	September - October 2020	Draft policies will be shared through School Council Chairs, Community partner contact leads,School Administrators, Chairs of OCASC and Advisory Committees, Student Senate and Student Presidents' trustee and staff advisors as well as posted on OCDSB online platforms.
Feedback on draft policies submitted through online feedback platforms	✓	✓	✓	✓	September - October 2020	Direction on how to submit online feedback shared with School Council Chairs, Community partner contact leads,School Administrators, Chairs of OCASC and Advisory Committees, Student Senate and Student Council Presidents' trustee and staff advisors, Direction for how to submit feedback will also be communicated through OCDSB online platforms such as School Council Connects, Website Consultation Page, etc.

Please direct questions or comments to Mary Jane Farrish, Superintendent of Instruction at 613-596-8211 ext. 8821 or mary.jane.farrish@ocdsb.ca.

cc Senior Staff
Manager, Board Services
Corporate Records