

COMMITTEE OF THE WHOLE PUBLIC REPORT

Tuesday, November 5, 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, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz (electronic communication), Lynn Scott, Ganaabouté Gagné (Student Trustee), Prasith Wijeweera (Student Trustee)
Staff Present:	Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Mike Carson (Chief Financial Officer), Mary Jane Farrish (Superintendent of Instruction), Michele Giroux (Executive Officer, Corporate Services), Janice McCoy (Superintendent of Human Resources), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Instruction), Stacey Kay (Manager of Learning Support Services), Pamela LeMaistre (Manager of Human Resources), Joan Oracheski (Manager of Research, Evaluation & Analytics Division), Karyn Carty Ostafichuk (Manager of Planning), Diane Pernari-Hergert (Manager of Communications & Information Services), John MacKinnon (Audio-Visual Technician), Sue Baker (Acting Manager of Board Services), Jessica Young (Vice-Principal), Halcion Joseph-Clost (Strategic Business Analyst), Marc Labelle (Planner), Megan Faraday (Planner), Darcy Knoll (Communications Coordinator), Samantha Flynn (Board/Committee Coordinator)
Non-Voting Representatives Present:	Rob James, Ottawa-Carleton Elementary Operations Committee (OCEOC), Brian Lesage, Elementary Teachers' Federation of Ontario (ETFO), Christine Moulaison, Ottawa-Carleton Assembly of School Councils (OCASC), Cathy Bailey, Ontario Secondary School Teachers' Federation (OSSTF), and 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 7:30 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 by Trustee Boothby,

THAT the agenda be approved.

Carried

3. Briefing from the Chair of the Board

Chair Scott advised that on 06 November 2019, the District will be celebrating its 25th anniversary of "Take Our Kids to Work" day which provides grade 9 students with a glimpse into the District's working environment. The annual initiative prompts young people to begin thinking about the choices available to them following high school. The District's students have participated in the partnering of education and business since the program's inception in 1994.

Chair Scott announced that on 14 November 2019, all of the District's secondary students are invited to attend the 15th annual Rainbow Youth Forum. The Forum is a celebration of the District's diversity and provides an opportunity for students, staff, and community members to learn together by encouraging student voice. She noted that both students and educators will interact with speakers, listen to inspiring stories, receive valuable information, and encourage safer, more inclusive school environments.

Chair Scott noted that the District will be holding a moment of silence on 11 November 2019 to mark Remembrance Day. Activities will include assemblies on the day itself, along with a focus on the topic in all District classrooms. She added that Sir Robert Borden High School students have signed over one thousand Canadian flags that will be placed on the graves of fallen Canadian soldiers at the Bény-sur-Mer Canadian War Cemetery in France.

Chair Scott advised that the District has updated its Computer Network Security Policy noting that a parent and community member consultation will take place on 12 November 2019 from 7:00 p.m. to 9:00 p.m. at Brookfield High School. She encouraged everyone to visit the District's website for further information or to complete the online survey.

4. Briefing from the Director

Director Williams-Taylor announced that 04 to 11 November is Treaties Recognition Week, noting that the goal of the week is to promote public education and awareness about treaties and treaty relationships. She added that schools have been asked to take time during the week to incorporate subject matter as it relates to treaties within their classrooms.

Director Williams-Taylor noted that the District has initiated its annual United Way campaign and that funds raised will support community initiatives to combat

poverty, support youth, and assisting people in overcoming challenges across the region. She added that the campaign will run from 16 October to 30 November and District employees will be offered the opportunity to engage in fundraising events, donate to the United Way or a registered charity of their choice through payroll deductions. She highlighted that last year, the District and its employees contributed more than \$100,000 through the campaign.

Director Williams-Taylor advised that on 01 November, the Ministry of Labour issued "no-board" reports with respect to the Ontario Secondary School Teachers' Federation (OSSTF) teachers and education workers, adding that all OSSTF members will be in a legal strike position on 18 November. On 01 November, the Elementary Teachers' Federation of Ontario (ETFO) indicated that its members voted in favour of strike action depending on the outcome of the central bargaining process.

Director Williams-Taylor noted that parents and guardians across the District have received a letter about the upcoming 2019 Student Survey. The survey will take place between 26 November and 13 December and will allow staff to identify the barriers faced by students as well as finding solutions to improve learning. She encouraged students and parents to complete the surveys.

Director Williams-Taylor advised that registrations for the upcoming Parent Conference and School Council training are now closed.

5. Delegations

6. Matters for Action:

6.1 Report 19-087, Safe School Policy Framework and Consultation Plan (M.J. Farrish, ext.8821)

Your Committee had before it Report 19-087 seeking approval of the consultation plan to review P.032.SCO Safe Schools and P.125.SCO School District Code of Conduct.

Superintendent Farrish acknowledged Mr. Colin Anderson, System Principal of Safe Schools and Ms. Jessica Young, Vice-Principal for their input and prompting a review of Policies P.032.SCO Safe Schools and P.125.SCO School District Code of Conduct. She noted that a review of both policies will address current shortcomings in the District's existing domain of policies relating to safe schools. The consultation process will be used to inform staff in applying an equity lens to the policies with the goal of promoting a culture of caring for students and staff. Staff will use the feedback received to create revised drafts of each policy and will continue the consultation process in response to the draft policies. She highlighted that the goal of the consultation process is to ensure that the policies are aligned with the District's 2019-2023 Strategic Plan.

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

- In updating P.125.SCO School District Code of Conduct a potential outcome may be that schools will no longer be directed to develop their own dress codes. The updated policy will more closely align with the District's values while representing the 2019-2023 Strategic Plan;
- The consultation seeks to gather stakeholder voices with regard to what safety in school settings means to community members;
- Staff are mindful of the different geographic areas in the District and will seek input from school administrators to work toward obtaining feedback that is representative of the entire student body. Staff is currently working with nine schools across the District to establish a process for conducting student forums and ensuring they will serve the best interest of the schools;
- During the initial consultation process, staff will reach out to school administrators to monitor the process and to determine if the feedback received is not representative of a diverse student body;
- The student-centered safe schools policy chart was included with the report to provide further context of all current directives with regard to safe schools. The consultation process will not necessarily result in a reduction of current policies or procedures. Policy/Program Memorandum No. 128, The Provincial Code of Conduct and School Board Codes of Conduct requires that the District's Code of Conduct remains up to date and consistent with the provincial Code of Conduct;
- The Board will be presented with drafts of both revised policies as well as a recommendation for approval of policy revisions in June of 2020;
- The collation of data received during the consultation process will take place between February and April of 2020. Following the initial policy revision stage, outreach with stakeholders will continue after the draft policies are completed. A different methodology will be used for consultation following the completion of the draft policies, however the same stakeholder groups will be sought out for feedback;
- Parent forums will be held over two separate evenings that will include facilitated discussions. The forums will be advertised through the District's various social media platforms. Forums will be approximately two hours in length to provide participants with an opportunity to address more than one topic; and
- Staff anticipates that the revised draft policies will be shared with the District's advisory committees as well as direction about how feedback can be provided on the draft policies. Invitations to forums and focus groups will be sent explicitly through the District's established structures.

Moved by Trustee Campbell,

THAT the Consultation Plan, attached as Appendix B to Report 19-087, be approved.

In response to a query from Trustee Campbell regarding the development of a policy on school exclusions, Superintendent Farrish noted that although the District does not currently have an adequate policy or procedure related to school exclusions, the consultation plan will help to inform the Board and staff. Following the review of policies P.032.SCO Safe Schools and P.125.SCO School District Code of Conduct, the Board can determine whether a separate policy is needed.

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

- Student focus group sessions currently projected to take place in November 2019 may be impacted by a revised consultation plan;
- The revised draft policies will be shared through the District's electronic structures that are currently in place;
- The District will communicate with school councils at all stages during the consultation. The first stage of consultation will take place in larger forums so that participants may discuss the issues about which they are most passionate. Feedback gained from the first stage of the consultation will be shared with the community. Staff anticipate that the revised draft policies will be ready for further consultation by May 2020 with a final draft prepared by the end of June 2020;
- It was suggested that principals discuss the consultation plan during school council meetings;
- Concern was expressed regarding the proposed timeframe for the presentation of the revised policies and recommendation for approval (June 2020) as it is generally a busy time of year for parents and students and could hinder the amount of feedback received;
- Staff has not yet determined how the Ottawa-Carleton Assembly of School Councils (OCASC) will assist in distributing information about the consultation; staff are open to recommendations with regard to the distribution process;
- It was requested that OCASC be included as a stakeholder in the consultation;
- Although the proposed consultation timeline may not coincide with all school council meetings, school principals will be directed to communicate electronically with school councils to ensure the timely distribution of information;
- It was suggested that focus group sessions be held in a location that is easily accessible by public transit;

- The scope of the consultation is focused on improving student safety, it does not focus on staff safety;
- A suggestion was made to provide students with copies of the current policies included in the consultation at the student focus groups;
- It was recommended that the social media platform Instagram be used to communicate the consultation process;
- It was suggested that the District consider the use of youth coordinator(s) to assist in facilitating the consultation process;
- It was suggested that staff consider other methods of ensuring that students representative of diverse identities are encouraged to participate in the consultation;
- It was requested that staff identify a specific threshold with regard to the amount of feedback collected during the consultation process;
- In response to a request from trustees, staff agreed to provide more information regarding the flexibility of timelines related to the consultation process at the upcoming Board meeting on 26 November;
- It was requested that the Board be provided with opportunities to provide feedback at all draft stages throughout the consultation process;
- Parent forums will be held in two geographic locations across the District (one in the east and one in the west). The discussion will be guided by facilitators to ensure that input is received on various different topics and themes;
- Various digital tools will be used to collect feedback to ensure that participants are able to provide their input in a manner they are comfortable with; and
- Student focus groups will require school administrators to assist in informing the process and engaging all students. If some students are not comfortable participating in the focus groups, there are other methods of collecting their feedback.

In response to a query regarding staff safety, Director Williams-Taylor advised that although the consultation pertains only to student safety, staff safety could be discussed in the future if labour relations representatives indicate a willingness to discuss the matter. Superintendent McCoy added that the District's current policy with respect to workplace violence is reviewed annually by the Joint Occupational Health and Safety Committee at which a union representative is present. She advised that the policy was reviewed earlier in the year and it was determined that no immediate changes were required.

An amendment moved by Trustee Scott,

THAT “in principle” be added to the end of the motion, and that a Part B be added as follows:

THAT staff be directed to prepare a draft revision for Board consideration on 26 November based on input received at the 05 November Committee of the Whole meeting.

Carried, friendly

In introducing the amendment, Chair Scott noted that the Board has raised various concerns and suggestions with regard to the draft consultation plan and she is hopeful that staff will be able to adequately revise the consultation plan, based on the feedback received, by the 26 November Board meeting.

In wrap up, Trustee Campbell expressed the view that the Board should have further discussions with regard to their role in policy development. He highlighted the importance of trustee input at all draft stages of policy review.

Moved by Trustee Campbell,

- A. THAT the Consultation Plan, attached as Appendix B to Report 19-087, be approved, in principle, as amended. (Attached as Appendix A)**
- B. THAT staff be directed to prepare a draft revision for Board consideration on 26 November based on input received at the 05 November Committee of the Whole meeting.**

Carried

6.2 Report 19-105, John Young Elementary School - Interim Accommodation Measures - Consultation Plan Approval (M. Carson, ext.8881)

Your Committee had before it Report 19-105 seeking Board approval of a consultation process and timeline to review accommodation pressures at John Young Elementary School (ES) in advance of the building and opening of the new Fernbank ES by considering the implementation of measures that would alleviate pressure in the interim.

Manager Carty Ostafichuk provided the following overview of the report:

- A new elementary school in the Fernbank development area was previously identified by the Board in May 2018 as the highest priority capital project. The District once again submitted the project as the highest priority in response to a Ministry request for capital priorities in September 2019. To date, the project has not received Ministry funding;

- As residential development in the Fernbank area continues, accommodation pressure at John Young ES is expected to increase;
- John Young ES is beyond its utilization rate with 16 portable classrooms on site;
- Staff does not anticipate that Ministry decisions with regard to capital funding will be announced prior to February 2020;
- Given the John Young ES's attendance pressures, staff is recommending that the Board consider interim accommodation measures; the measures are not intended as a permanent or long-term solution;
- Current attendance pressures at John Young ES are concentrated in younger grades;
- Should the scope of issues brought forward by participants expand beyond the consultation, staff will adjust the scope of the consultation accordingly;
- It is expected that concerns will arise during the consultation process regarding school bell times and siblings; and
- The suggested accommodation scenario would see the least amount of disruption for students and schools; staff is amenable to other suggested accommodation scenarios that may arise as a result of the consultation.

Moved by Trustee Boothby,

A. THAT Board affirm that a Pupil Accommodation Review (PAR) under Board Policy P.118.PLG is not required for this study; and

B. THAT Board approve the timeline and consultation plan attached as Appendix B and C to Report 19-105, in order to consult with local school communities and the public.

In introducing the motion, Trustee Boothby thanked the District's planning department for considering a variety of interim accommodation measures in determining the most suitable plan for consultation. She noted that the Fernbank community is aware that interim accommodation measures are needed to alleviate pressures at John Young ES. The issue was discussed during the most recent school council meeting at John Young ES and attendees were generally pleased with the proposed accommodation scenario; some concerns were raised with regard to grandfathering of younger siblings and the extended day program. She highlighted the importance and timeliness of the consultation in allowing parents to begin planning for possible changes in advance of the 2020-2021 school year.

Chair Scott expressed concern regarding an area adjacent to Westwind Public School that is also expected to undergo significant development over the coming years. She noted that development in this area may also be discussed during the consultation, adding that it may contribute to further accommodation pressures at Westwind PS in the future.

Trustee Boothby acknowledged the efforts of Principal Rob James in working with the school community and staff to ensure student needs continue to be met as the school deals with current accommodation pressures.

Moved by Trustee Boothby,

A. THAT Board affirm that a Pupil Accommodation Review (PAR) under Board Policy P.118.PLG is not required for this study; and

B. THAT Board approve the timeline and consultation plan attached as Appendix B and C to Report 19-105, in order to consult with local school communities and the public. (Attached as Appendices B and C)

Carried

7. Report from Statutory and Other Committees

7.1 Special Education Advisory Committee, 09 October 2019

Moved by Trustee Boothby,

THAT the Special Education Advisory Committee report dated 09 October 2019 be received.

Trustee Boothby noted that on Folio 37, under "new business," the date contains a typographical error.

Moved by Trustee Boothby,

THAT the Special Education Advisory Committee report dated 09 October 2019 be received, as amended.

Carried

a. Approval of an amendment to Policy P.096.SES Special Education Programs and Services

Trustee Campbell noted that the amendment on Folio 33 contains errors and requested that the motion be revised to reflect his intended language.

Moved by Trustee Campbell, in substitution for Ian Morris,

THAT the Board revise section 3.3(a) of Policy P.096.SES of Special Education Programs and Services to read: "a range of appropriate and timely assessments, accompanying tiered

interventions, and professional strategies.” (Attached as Appendix D)

Carried

7.2 Advisory Committee on Equity, 26 September 2019

Moved by Trustee Ellis,

THAT the Advisory Committee on Equity Report dated 26 September 2019 be received.

Carried

7.3 Ad Hoc Code of Conduct, 17 September 2019

Moved by Trustee Blackburn,

THAT the Ad Hoc Committee on Code of Conduct Report dated 17 September 2019 be received.

Carried

8. Matters for Discussion:

8.1 Report 19-096, Final Measurement Report of the Strategic Plan 2015-2019 (M. Giroux, ext. 8310)

Your Committee had before it Report 19-096 providing the Board with information on the status of the objectives of the 2015-2019 Strategic Plan at the end of year four of the plan.

Executive Officer Giroux provided the following overview of the report:

- Community engagement was foundational to the District, specifically with regard to the development of tools and resources to facilitate engagement with and amongst stakeholder communities;
- An examination of the District's performance on the learning objective will be provided with the Annual Student Achievement Report (ASAR) in December 2019;
- The District invested in the infrastructure of the District and school websites, student and parent portal and a school to home communication system. Although an increase in parent and student engagement was observed, the District continues to grow its capacity;
- With regard to stewardship, the District undertook two school accommodation reviews between 2015-2019 involving 29 schools. The reviews were undertaken with a goal of enhancing student learning opportunities and school utilization rates;

- The District took great strides in addressing environmental issues and is well on the way to exceeding the 15% greenhouse gas emission reduction target;
- With regard to well-being, the objective included in the strategic plan was to enhance the use of resources and supports to improve the well-being of all learners and staff, which included the development of a mental health strategy;
- The District has significantly increased its understanding of equity issues and it remains a priority under the current strategic plan. An identity based data survey is being undertaken to better understand the challenges faced by students relating to equity, bias, and privilege. There is a commitment to acknowledge historical biases and move forward;
- Work is being done with regard to narrowing achievement gaps among English Language Learners (ELLs);
- The District remains committed to planning, developing, and implementing initiatives that support and promote employee engagement and personal well-being, as well as mitigating against negative workplace factors; and
- Much of the work included in the 2015-2019 Strategic Plan informed the development of the current strategic plan; specifically with regard to how the District identifies measurements at the front-end of the planning process.

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

- The District has not prepared an analysis of student achievement relative to the Resource Allocation Index based on Socioeconomics (RAISE). The supplementary funding is used to ensure equity of opportunity to hundreds of students across the District. The funding also allows for enrichment opportunities that can include guest speakers;
- It was suggested that further measures are used to ensure equity of outcome for students who benefit from RAISE funding;
- Factors such as timing, school issues etc., may have impacted the use of RAISE funding for the 2018-2019 school year. Superintendents are working closely with schools earlier in the school year to ensure all funds are utilized. Staff does not place restrictions on the use of the funding;
- The District's official "Instagram" account is fully operational;

- With regard to the District's progress in ensuring that gender neutral restrooms are available in all school facilities, staff works closely with school administrators to ensure that the location of the restrooms maintains the dignity of all users. Restroom renovations and/or additions are site-by-site specific;
- A comment was made that it would be helpful to receive a standard deviation in addition to the graphs highlighting the District's progress with regard to equity. Executive Officer Giroux noted that further data relating to the Education Quality and Accountability Office (EQAO) testing results will be included in the ASAR report;
- A concern was expressed that some activities and evidence provided in support of the strategic plan were not driven or informed by the strategic plan; the strategic plan should not be used as a classification scheme. Executive Officer Giroux noted that the District is altering its perspective with regard to its core work and how it contributes to other goals and priorities;
- Ontario Secondary School Teachers' Federation (OSSTF) representative Bailey commented that the report highlights various supports to advance the well-being of students but is deficient in its support for the well-being of staff. She added that work and learning environments are equivalent to one another;
- With regard to concerns raised regarding staff well-being and rising sick leave usage, Executive Officer Giroux noted that the collaboration between employee federations and the District in developing strategies and programs to support all staff has been vital and will remain crucial in addressing barriers to employee well-being under the current strategic plan;
- Trustees have received fewer concerns relating to the inequity of sports fees over the past school year; and
- It was suggested that further information be provided with regard to student absences to ensure that appropriate, timely supports are put into place. Executive Officer Giroux advised that identity based data collection will assist the District in better identifying groups of students with higher school absences; foundational work is being put into place to generate quality analysis and measures in the near future.

8.2 Report 19-109, Status of English with Core French Program (M. Carson, ext. 8881)

Your Committee had before it Report 19-019 providing the Board with information regarding the current status of the English with Core French program.

Due to the lateness of the hour, Trustee Campbell requested that discussion of the report be deferred to a future meeting. The Committee agreed to the request.

9. Information Items:

9.1 Report from OPSBA (if required)

Trustee Boothby encouraged trustees to read the document "The Students' Vision for Education" by the Ontario Student Trustees' Association (OSTA-AECO). She noted that the document was brought to her attention at a recent OPSBA meeting.

9.2 New Ministry Initiatives Update (if required)

There were no new Ministry updates.

9.3 OSTA Update (if required)

There was no OSTA update.

10. New Business - Information and Inquiries

There was no new business.

11. Adjournment

The meeting was adjourned at 9:57 p.m.

Lyra Evans, Acting Chair