

## COMMITTEE OF THE WHOLE PUBLIC REPORT

**Tuesday, February 18, 2020, 7:45 p.m.**

**Board Room**

**Administration Building**

**133 Greenbank Road**

**Ottawa, Ontario**

- Trustees Present: Justine Bell, Donna Blackburn, Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott, Ganaabouté Gagne (Student Trustee), Prasith Wijeweera (Student Trustee)
- Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Mike Carson (Chief Financial Officer), Janice McCoy (Superintendent of Human Resources), Dorothy Baker (Superintendent of Instruction), Mary Jane Farrish (Superintendent of Instruction), Shawn Lehman (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaij (Superintendent of Programming and Learning K-12), Shannon Smith (Superintendent of Instruction), Eric Hardie (Superintendent of Instruction), Prince Duah (Superintendent of Instruction), Pamela LeMaistre (Manager of Human Resources), Julie Cyr (Manager of Early Learning), Karyn Carty Ostafichuk (Manager of Planning), Sandra Owens (Manager of Business & Learning Technologies), Diane Pernari-Hergert (Manager of Communications & Information Services), Nicole Guthrie (Manager of Board Services), Megan Faraday (Planner), David Suriano (Planner), Darcy Knoll (Communications Coordinator), John MacKinnon, Audio-Visual Technician, Sue Baker (Acting Senior Board Coordinator)
- Non-Voting  
Representatives  
Present: Malaka Hendela, Ottawa-Carleton Assembly of School Councils (OCASC); Rob James, Ottawa-Carleton Elementary Operations Committee (OCEOC); Rupi Bergamin, Ottawa-Carleton Secondary School Administrators Network (OCSSAN) and Amina El Sharif (Student Senate).

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

Vice-Chair Penny called the meeting to order at 7:55 p.m. He 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 Scott,

THAT the agenda be approved.

*An amendment moved by Trustee Scott,*

*THAT item 6.4, Report 20-022 School Year Calendar: Key Dates be moved to precede item 6.1, Report 20-004, John Young Elementary School*

*Carried, friendly*

*An amendment moved by Trustee Scott,*

*That Report 20-028, Early Learning Department - Lead Supervisor Position (referred from in camera session) be added to follow Item 6.2, Report 20-016, Extended Day Program Daily fee Rate for the 2020-2021 School Year.*

*Carried, friendly*

**Moved by Trustee Scott,**

**THAT the agenda be approved, as amended.**

**Carried**

3. Briefing from the Chair of the Board

Chair Scott advised that, on Friday, 21 February 2020, all four education unions will be holding a province-wide strike. This will include the Elementary Teachers' Federation of Ontario (ETFO) and the Ontario Secondary School Teachers' Federation (OSSTF), which represent all unionized employees in the Ottawa-Carleton District School Board (OcDSB). As a result, all OCDSB schools will be closed to students on this day and Extended Day programs will be cancelled. The District will continue to contact parents with further labour relations updates.

Chair Scott advised that, on 10 February 2020, the Board sent its submission to the Ontario Government's 2020 Budget Consultation. Chair Scott thanked trustees for their support in preparing the document. The submission includes a statement that Ontario's school districts need reasonable, predictable and sustainable funding to support multi-year planning to improve student achievement, student well-being, equity of outcomes, and fiscal accountability.

Chair Scott noted that February is Black History Month, a time to reflect on lesser known individuals who broke the colour barrier. Bob Turner was one of the first Black recreation directors in the country during the 1950's. He worked for the City of Cornwall before he passed away at age of 35. The City of Cornwall continues to look for ways to mark his contributions to the community.

4. Briefing from the Director

Director Williams-Taylor advised that, according to Ottawa Public Health, there are currently no confirmed or presumptive positive cases of novel coronavirus in Ottawa. Members of public were advised to contact Ottawa Public Health if they have questions or concerns about recent travel or other issues.

Director Williams-Taylor advised that the District will host two free Speaker Series information sessions. On March 5, at Gloucester High School, Unstoppable Tracy Schmitt will a motivational session to inspire and help overcome obstacles in life. On March 12, at Henry Larsen Elementary School, Dr. Michael Cheng, a child and family psychiatrist at CHEO, will offer advice on how to help families reconnect and reduce screen addiction. Further details can be found on the District's website.

Director Williams-Taylor noted that the annual Toonies for Tummies campaign will run from 6 to 20 February 2020 at Metro and Food Basics stores, and from 13 to 26 February at Sobeys stores to raise funds for student nutrition programs. While this is a national campaign, 100% of donations raised in Ottawa area stores support the Ottawa School Breakfast Program.

5. Delegations

5.1 David Lauer, re. John Young Elementary School Accommodation Measures Consultation

David Lauer expressed his opposition to the staff recommendation to temporarily redirect students in kindergarten and grade 1 from John Young Elementary School to Westwind Public School out of concern about the transparency of the process and the social impacts on the youngest students who are being forced to move twice. He contended that the process was flawed in that it was an example of confirmation bias to confirm a pre-existing conclusion. He submitted that there are other options to consider other than moving young students to Westwind Public School.

Mr. Lauer questioned why other schools in the area were not represented on the advisory committee. He submitted that the parent consultation occurred in January and there was no opportunity for parents to suggest a range of options at such a late date. With respect to the social impacts on children, Mr. Lauer noted that academic impacts on young children were not considered in the report, other than the importance of keeping grades 4-6 sports teams intact at John Young E.S. Mr. Lauer urged the Board to consider moving grades 5-6 students to Glen Cairn Public School until a new school is built in the Fernbank area.

In response to questions, Mr. Lauer suggested that students in grades 5 and 6 be redirected to Glen Cairn PS because staff indicated that moving only grade 6 students would not provide enough overcrowding relief. Some parents who work downtown and planned to send their children to

the Extended Day Program would find the travel time from home to Stittsville excessive. Mr. Lauer contended that there was insufficient time for consultation on the proposed redirection and the impact of the move on young children.

6. Matters for Action:

6.1 Report 20-022, School Year Calendar: Key Dates

Your Committee had before it Report 20-022 seeking approval of the 2020-2021 elementary and secondary school year calendars for the Ottawa-Carleton District School Board.

Superintendent Towaij advised that the Ministry of Education provided province-wide templates to guide and direct local-level discussions. Key dates for the placement of March break and winter holiday break are initially identified by the Ministry. In addition to extensive and early consultation with stakeholders, an online survey was conducted to solicit stakeholder input with regard to the placement of the winter break and the possible addition of two board holidays. Of the over 17,000 responses received, 61 percent selected the Ministry winter break days of 21 December 2020 to 1 January 2021 inclusive, and 60 percent of respondents did not recommend the addition of two Board holidays. Superintendent Towaij noted that the District's calendar is in alignment with other school boards in the region, and all boards are recommending a start date of Monday, 31 August 2020 for staff and Monday, 1 September 2020 for students.

In response to a suggestion from Trustee Lyra Evans regarding scheduling Professional Activity (PA) days during the week of 1 September so that students could start school after Labour Day, Superintendent Towaij advised that, in consultation with the school year calendar committee and other school boards, grouping PA days would not allow time for teachers to reflect on the learning and put it into practice. It would also require the use of two of the three Ministry priority PA days which have very specific foci. In addition, many schools are still hiring in the first week of September.

Moved by Trustee Schwartz,

THAT the school year calendars (attached as Appendix A and B to Report 20-022) be submitted to the Ministry of Education as the official 2020-2021 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools.

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

- A number of constituents have expressed concern about the shorter summer break;

- The three secondary PA days at the end of June are used for student assessment activities; and
- The City of Ottawa is waiting to hear from school boards before setting dates for the summer camps.

**Moved by Trustee Schwartz**

**THAT the school year calendars (attached as Appendix A and B to Report 20-022) be submitted to the Ministry of Education as the official 2020-2021 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools. (Attached as Appendices A and B)**

**Carried**

## 6.2 Report 20-004, John Young Elementary School - Interim Accommodation Measures Study - Approval

Your Committee had before it Report 20-004 seeking approval of a temporary elementary school attendance boundary redirection of students residing in the Fernbank area, west of Terry Fox Drive in Stittsville who will ultimately be directed to the new Fernbank elementary school upon its opening.

Director Williams-Taylor recalled that the consultation plan for the interim accommodation measures was approved by the Board in November 2019 and consultation has taken place. Superintendent Hardie, Manager Carty-Ostafichuk and Planners Suriano and Faraday advised that rising enrolment levels at John Young Elementary School has resulted in a utilization rate of 155% and the need for 16 portables for 849 students. Enrolment is expected to increase to 956 students in September 2020 and 1072 in September 2021 which is not sustainable given the current capacity for portables on site.

Manager Carty-Ostafichuk advised that preparations are underway to build a new school; however, construction cannot begin until the Ministry of Education provides the capital funding. It is hoped that this will happen in the next couple of months to enable the work to be completed by September 2021. All schools in the community were advised that consultation would take place and the public meeting in January was well attended. A number of options were considered and the option to redirect students in kindergarten and year one was selected as it would allow the students to move as a cohort, and be viable for two years.

Trustee Boothby advised that she would move the staff recommendation with an additional Part G to extend the transfer period for students impacted by the move to appeal for exceptional personal

circumstances. She noted that approximately 30% of the students at John Young ES are in kindergarten classes.

Moved by Trustee Boothby,

- A. THAT future students moving into the Fernbank elementary school (k-6) attendance area, who are in kindergarten (year 1) through grade 6 be directed to Westwind Public School as of September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;
- B. THAT current (2019-2020) year 1 and 2 kindergarten John Young Elementary School students who reside in the new Fernbank elementary school (k-6) attendance area be redirected to Westwind Public School for year 2 kindergarten and grade 1 in September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;
- C. THAT incoming year 1 kindergarten (September 2020 and beyond while the redirection is in effect) and current year 1 and 2 kindergarten (2019-2020) students who reside in the new Fernbank elementary school (k-6) attendance area, but who currently have older sibling(s) in grades 1, 2, 3, 4 or 5 (2019-2020) attending John Young Elementary School be provided a one-time option to remain at John Young Elementary School;
- D. THAT Recommendations A through C to Report 20-004 shall remain in effect until such time as the anticipated new Fernbank elementary school is opened or until other accommodation measures are approved;
- E. THAT upon the opening of the new Fernbank elementary school all of the students who reside in the Fernbank elementary school boundary, including those who remain at John Young Elementary School and those who have been subject to this redirection in accordance with Recommendations A through C to Report 20-004, move in a block (year 1 kindergarten through grade 5) to the new Fernbank elementary school;
- F. THAT the only exception to the redirection outlined in Recommendation E to Report 20-004 shall be those students entering grade 6 and their younger siblings who are attending John Young Elementary school, having exercised a one-time option to remain; and
- G. THAT the student transfer period be extended for a two week period to 3 March 2020 for current John Young Elementary School students or their siblings impacted by interim measures to apply for a transfer to John Young Elementary School or Westwind Public School.

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

- The business case for a new school in the Fernbank area was submitted to the Ministry of Education in September 2019;
- The one-time option for siblings is available for children entering kindergarten next year;
- Redirecting students in grades 5 and 6 to Glen Cairn Public School would put the school over capacity;
- All students who are redirected to Westwind Public School, including siblings, will be eligible for transportation. The cost will depend on the number of siblings who opt to move to Westwind PS ;
- If funding is not received in the next month or two, it is unlikely that the school could be ready for occupancy in September 2021;
- The option of moving Grade 6 students to Glen Cairn PS and new Fernbank students to Westwind PS would alleviate pressure at John Young ES for one year but it would not hold for a second year;
- Approximately 125 students in kindergarten and grade 1 would be redirected;
- Kindergarten students are not generally housed in portables;
- Staff at Westwind PS and John Young ES have begun transition planning. It is not yet known if any Chromebooks that were paid for by the John Young ES school council would be reallocated to Westwind PS;
- No plans have been made for students if a third year of interim measures is required;
- John Young ES has a zero transfer cap, and transfer would only be granted in exceptional personal circumstances;
- All schools in the area were advised of the upcoming consultation and everyone was invited to attend the public meetings;
- There is a 30 minute difference in the start times at John Young ES and Westwind PS; and
- Discussion with the extended day program (EDP) coordinator will take place as part of the transition planning, to determine whether it is possible to extend the hours to allow for additional commute time to Westwind PS.

Trustee Boothby thanked staff for their work and willingness to consider many options.

**Moved by** Trustee Boothby

- A. THAT future students moving into the Fernbank elementary school (k-6) attendance area, who are in kindergarten (year 1) through grade 6 be directed to Westwind Public School as of September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;**
- B. THAT current (2019-2020) year 1 and 2 kindergarten John Young Elementary School students who reside in the new Fernbank elementary school (k-6) attendance area be redirected to Westwind Public School for year 2 kindergarten and grade 1 in September 2020, subject to sibling provisions outlined in Recommendation C to Report 20-004;**
- C. THAT incoming year 1 kindergarten (September 2020 and beyond while the redirection is in effect) and current year 1 and 2 kindergarten (2019-2020) students who reside in the new Fernbank elementary school (k-6) attendance area, but who currently have older sibling(s) in grades 1, 2, 3, 4 or 5 (2019-2020) attending John Young Elementary School be provided a one-time option to remain at John Young Elementary School;**
- D. THAT Recommendations A through C to Report 20-004 shall remain in effect until such time as the anticipated new Fernbank elementary school is opened or until other accommodation measures are approved;**
- E. THAT upon the opening of the new Fernbank elementary school all of the students who reside in the Fernbank elementary school boundary, including those who remain at John Young Elementary School and those who have been subject to this redirection in accordance with Recommendations A through C to Report 20-004, move in a block (year 1 kindergarten through grade 5) to the new Fernbank elementary school; and**
- F. THAT the only exception to the redirection outlined in Recommendation E to Report 20-004 shall be those students entering grade 6 and their younger siblings who are attending John Young Elementary school, having exercised a one-time option to remain; and**
- G. THAT the student transfer period be extended for a two week period to 3 March 2020 for current John Young Elementary School students or their siblings impacted by interim measures to apply for a transfer to John Young Elementary School or Westwind Public School.**

**Carried**



6.3 Report 20-016, Extended Day Program Daily Fee Rate for the 2020-2021 School Year

Your Committee had before it Report 20-016 seeking approval of the basic daily fee rate and the full-day fee rate for optional days for the EDP operated by the Ottawa-Carleton District School Board (OCDSB) for the 2020-2021 school year, as well as to provide details regarding the costing and accounting model for the program.

Director Williams-Taylor advised that the Ministry of Education requires school boards to charge fees to parents of students enrolled in the EDP to recover costs incurred by the District, including costs associated with accommodating students with special needs. Third party operators of child care programs set their own fee structures based on their existing business models.

Superintendent Duah and Manager Cyr reviewed the report and highlighted that as of September 2019, there are over 5,000 students enrolled in EDP programs. The rate charged by the OCDSB is lower than the rate charge by coterminous boards.

In response to queries, the following points were noted:

- Subsidies are provided by the City of Ottawa based on eligibility requirements and available funding from the Province. Subsidies cover the full cost of the EDP program;
- Currently there is no waitlist for City of Ottawa subsidies. Some families may be waiting for an evaluation to determine if they are eligible for a subsidy;
- Subsidies are guided by legislation and school boards are not permitted to provide subsidies;
- The OCDSB is one of the largest providers of the EDP program in Ontario;
- The EDP program is an extension of the school day and is delivered by staff who also work in the school;
- The District is required to post information about the EDP program, fees, and how to apply for subsidies on its website by 1 May each year;
- The EDP program records a surplus due to staffing shortfalls and economies of scale at larger EDP sites; and
- It is possible that fees will increase in the future when changes are made to enhance the program and additional staff are hired.

Moved by Trustee Schwartz,

- A. THAT the Extended Day program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2020, for students who attend the program full-time; and
- B. THAT the full day fees for optional days of care in the Extended Day program remain unchanged at \$35.00 per day, effective September 2020.

During discussion, the following points were noted:

- The OCDSB EDP program provides flexibility to families with respect to the number of days required and the option to make changes as work schedules change;
- The EDP program is currently in the process of implementing an online registration system that will provide even more flexibility;
- Ms. Hendela noted the use of the surplus generated by the EDP program to cover the shortfall of the Infant, Toddler, Preschool (ITP) program and asked whether consideration has been given to reducing the fees;
- ITP programs require a higher staff to student ratio and are more expensive to run;
- Parents who were unable to use the EDP program on strike days were given a credit;
- The number of EDP programs available during the March break and winter break is reduced because unionized staff are not required to work during these breaks;
- Additional support is provided for students with special needs based on a determination of the child's needs and information provided in the student's individual education plan. There could be a wait of 2-3 weeks depending on staff to student ratios and whether additional hiring is required;
- The District does not explicitly advertise for students with special needs to enrol in EDP programs. It does say that EDP programs are open to all children; and
- Trustee Campbell requested information on the strategic purpose and most recent relevant decision by the Board of ITP.

**Moved by Trustee Schwartz**

- A. **THAT the Extended Day program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2020, for students who attend the program full-time; and**

- B. **THAT the full day fees for optional days of care in the Extended Day program remain unchanged at \$35.00 per day, effective September 2020.**

**Carried**

6.4 Report 20-028, Early Learning Department - Lead Supervisor Position

Your Committee had before it Report 20-028 seeking approval for the addition of a lead supervisor position within the Early Learning Department.

Director Williams-Taylor noted that further to the discussions regarding the enhancement of the EDP, additional staffing is required to meet the demands of the program.

Superintendent Duah noted that an audit of the EDP was conducted in 2018. Some recommendations have been addressed; however; enhancing professional development, increasing the capacity to staff vacant positions, strengthening controls, and addressing areas identified in the audit requires additional operational support.

Moved by Trustee Campbell,

THAT the Board approve the establishment of a lead supervisor position within the Early Learning department.

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

- A lead supervisor will enhance the development of the program;
- The current supervision complement is insufficient for the size of the program; and
- Early Learning staff has worked with Human Resources staff to prepare an appropriate job description.

**Moved by Trustee Campbell**

**THAT the Board approve the establishment of a Lead Supervisor position within the Early Learning department.**

**Carried**

6.5 Report 20-020, Policy P.074.IT Computer Network Security

Your Committee had before it Report 20-020 seeking approval of the proposed revisions to Policy P.074.IT Computer Network Security (attached as Appendix C to Report 209-020). Superintendent Lehman advised that a revised Appendix B to Report 20-020 was also distributed at the meeting.

Director Williams-Taylor, Superintendent Lehman and Manager Owens advised that, while technology has continually evolved since the policy was implemented in 1999, there is a greater need for awareness for staff and students to be cognizant of threats from social engineering, phishing attacks, and email spoofing. A consultation plan was approved by the Board in October 2019 and the revised policy includes input from the consultation.

Superintendent Lehman advised that, in addition to the proposed consultation, IBM was engaged to review the draft policy and make recommendations. IBM recommended that the policy be streamlined and that detailed operational standards and practices be included in a procedure. The feedback provided from the consultation noted the importance of regular training for staff and students, and the need for a robust security policy to protect data. The Audit Committee recommended that the policy be reviewed every three to five years. It was also suggested that the policy be renamed to Information Technology Security.

With respect to third party sharing, a software catalogue committee will be established to curate, oversee and recommend applications in schools. Members of the committee include the Vice-Principal in Business & Learning Technologies, employees with a background in privacy, and school and central staff. This work is underway throughout the province and the District will collaborate to avoid duplication of effort. Halton DSB has spent the last year working on this project. If a teacher wishes to use software that is not on the list, they can ask the committee to check whether it has been vetted by another board, and if not, suggest another application.

Trustee Campbell advised that he will move the recommendation to approve the policy with the following changes:

- THAT the following definition be added: Availability: Means that systems, applications and data are available to users when they need them; and
- THAT section 4.2 be amended as follows: 4.2 - The District shall make every reasonable effort to protect and secure information digital and physical assets from threat, abuse and/or misuse including through human error, hardware malfunction, natural disaster, security break breach and/or malicious attack.

Moved by Trustee Campbell,

THAT the revisions to Policy P.074.IT, Information Technology Security (attached as Appendix C to report 20-020) be approved, as amended.

\*\*\*The 10:30 vote received the required 2/3 majority to continue.\*\*\*

*An amendment moved by Trustee Scott,*

*THAT the word "is" be added to 3.1.c.*

*Carried, friendly*

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

- Trustee Scott requested that section 4.3 be reworded to clarify the meaning of "classification";
- Trustee Fisher requested that section 3.1.e include the concept of asset management investment;
- Ms. Hendela suggested that 3.1.c include the standards of MFIPPA for privacy and other standards;
- Ms. Hendela queried how to reconcile the personal use of student information on student-owned devices with the infrastructure owned by the Board. Director Williams-Taylor advised that the procedure is intended to provide high-level direction and the procedure which is currently under development would provide information on implementation issues;
- A privacy impact assessment for Google was completed by the Ministry of Education;
- The District has a privacy agreement with Google;
- Third parties who visit schools to conduct courses would not be exempt from putting in a request for a privacy impact assessment for software that is not included in the software catalogue; and
- All recommendations from IBM were adopted.

Trustees Campbell and Fisher advised that they provided additional editorial changes to staff. These changes will be reflected in the revised policy when it is submitted to the Board for approval on 25 February 2020.

**Moved by Trustee Ellis,**

**THAT debate be closed.**

**Carried**

**Moved by Trustee Campbell**

**THAT the revisions to Policy p.074.IT, Information Technology Security (attached as Appendix C to report 20-020) be approved, as amended. (Attached as Appendix C)**

**Carried**

7. Report from Statutory and Other Committees

7.1 Indigenous Education Advisory Council Report, 16 January 2020

**Moved by Trustee Hough,**

**THAT the Report from the Indigenous Education Advisory Council, dated 16 January 2020, be received.**

**Carried**

There were no recommendations in the report.

7.2 Audit Committee Report, 22 January 2020

**Moved by Trustee Schwartz,**

**THAT the Report from the Audit Committee, dated 22 January 2020, be received.**

**Carried**

Vice-Chair Penny advised that the motion to approve the In-Year Deficit Elimination Plan was dealt with at Committee of the Whole Budget on 4 February 2020 and will be presented to the Board for approval on 25 February 2020.

8. Information Items:

8.1 Report from OPSBA (if required)

There was no report from the OPSBA representatives.

8.2 New Ministry Initiatives Update (if required)

There were no new Ministry updates.

8.3 OSTA Update (if required)

There was no OSTA update.

9. Long Range Agendas - February - April 2020

The long range agendas for February to April 2020 were provided for information.

10. New Business - Information and Inquiries

There was no new business.

11. Adjournment

The meeting adjourned at 10:51 p.m.

---

Keith Penny, Chair