



DURHAM DISTRICT SCHOOL BOARD

NOTICE OF MEETING

STANDING COMMITTEE PUBLIC SESSION

Monday, November 1, 2021

Chairperson: Christine Thatcher

Vice-Chairperson: Patrice Barnes

Director of Education: Director Norah Marsh

Recording Secretary: Kathy Fitzpatrick

DATE: Monday, November 1, 2021

TIME: 7:00 p.m.

LOCATION: Virtual

ATTACHMENTS: Agenda

Copies to:

All Trustees

Director of Education

All Superintendents

STANDING COMMITTEE MEETING OF THE DURHAM DISTRICT SCHOOL BOARD
Monday, November 1, 2021
7:00 p.m.

- | | | PAGE |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | <u>Call to Order</u> | |
| 2. | <u>Land Acknowledgement</u> | Verbal |
| | <p>The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.</p> | |
| 3. | <u>Declarations of Interest</u> | Verbal |
| 4. | <u>Motion to Approve Agenda</u> | Verbal |
| 5. | <u>Community Presentations</u> | |
| 6. | <u>DDSB Presentations</u> | |
| | (a) Duffins' Creek Defenders, Grade 7, DDSB@Home Elementary (Superintendent Jack Nigro, Outdoor Environmental Education Coach Alison Ellwood) | Verbal |
| 7. | <u>Director's Update</u> (Director Norah Marsh) | Verbal |
| 8. | <u>Recommended Actions</u> | |
| | (a) In-Person Board Meetings (Trustee Michael Barrett) | Verbal |
| 9. | <u>Information Items</u> | |
| | (a) Student Trustee Report (Student Trustees James Kay, De-Mario Knowles, Kayla Malcolm) | Verbal |

- | | | |
|-----|----------------------------------------------------------------------------------|--------|
| (b) | Workforce Census (Superintendent Heather Mundy) | 1-4 |
| (c) | C.E. Broughton P.S. Modified Calendar Update (Superintendent Georgette Davis) | 5-10 |
| (d) | OPSBA Report (Trustee Patrice Barnes) | Verbal |
10. Committee Reports
- | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------|-------|
| (a) | Governance and Policy Committee Report, September 27, 2021 and May 10, 2021 Amended Minutes (Trustee Linda Stone) | 11-17 |
|-----|-------------------------------------------------------------------------------------------------------------------------|-------|
11. Correspondence
- | | | |
|-----|-------------------------------------------|-------|
| (a) | <u>Other:</u> | |
| i. | Ottawa-Carleton District School Board | 18 |
| ii. | Rainbow District School Board (2 Letters) | 19-22 |
12. Other Business
13. Adjournment

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Durham District School Board

DATE: November 1, 2021

SUBJECT: Workforce Census

PAGE: 1 of 4

ORIGIN: Norah Marsh, Director of Education and Secretary to the Board
Heather Mundy, Superintendent of People and Culture (HRS)
Robert Cerjanec, Executive System Lead

1.0 Purpose

The purpose of this report is to provide the Board of Trustees with information on the Workforce Census 2022.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

- Understanding our workforce and continuing to build a diverse workforce that supports our ongoing focus on providing positive learning environments for all students.

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

- Identify potential areas/barriers to focus on to build diversity in leadership throughout the system.

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

- Our student population is diverse, and it is important that we build a workforce that reflects the diversity of Durham Region.

3.0 Background

3.1 **Previous 2017-2018 Workforce Census.**

The development and administration of the previous “We are DDSB” 2017-2018 Workforce Census started in March 2017 and took place over nine months. The analysis of the data took place over a three month period and was shared in a public presentation to the Board of Trustees in March 2018.

3.2 **Anti-Racism Act Legislation**

On June 1, 2017, the Ontario Legislature passed the Anti-Racism Act, 2017, S.O. 2017, c. 15 <https://www.ontario.ca/laws/regulation/180267>. Although the Anti-Racism Act (ARA) outlined the importance and priority for collecting and public reporting of identity data, there were no specific directions or guidelines for this work. As a result, development of the “We Are DDSB” survey drew upon resources from other school boards (i.e., Ottawa-Carleton DSB, Peel DSB) and international organizations (i.e., United Nations) who had previously engaged in this work.

3.3 Data Standards

Following administration and reporting of the “We Are DDSB” survey results, a new regulation to the ARA and the Anti-Racism Directorate’s (ARD) Data Standards were passed on April 23, 2018 <https://www.ontario.ca/page/anti-racism-data-standards-order-council-8972018>. The ARA established a mandate for the collection of race-based data, the ARD Data Standards provide a detailed process to engage in this work. Being compliant with the 43 Data Standards means that the work of the Public Service Organizations (PSO) has given consideration to the expectations of the Ontario Human Rights and the Ontario Information Privacy Commission.

3.4 Ministry Support and Consultation

To support school boards in the operationalization of this data collection, the Ministry of Education established a committee to explore the technical and methodological considerations of question structure, categorical options, and data collection processes. In addition to providing a space for troubleshooting issues that emerge in this initial work, the Ministry of Education continues to consult the pilot boards both formally and informally to support school boards who are beginning their work in this area.

4.0 Analysis

4.1 Implications for 2021-2022

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to learning and working environments that are centered around human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

Understanding our employees is important as we continue to center Indigenous rights and human rights in our work. The 2022 Workforce Census will provide current data that we can compare with the 2018 Workforce Census to help evaluate the diversity of the DDSB workforce.

Given the requirements outlined by the ARA and ARD Data Standards, the 2021-2022 administration of the workforce census must involve a review of the data collection tools so that they are in alignment and compliant. These changes will warrant a review and update of supporting resources such as the Privacy Impact Assessment, which outlines our privacy, security and access practices.

As the tools and resources are reviewed and updated, it will be important to reflect on the balance that will be struck between changes to the survey, the resulting time it will take for those modifications, and the subsequent impact it will have on our ability to compare 2021-2022 results to those from 2017-2018. Although priority will be given to clear questions that meet the Data Standards, the development of additional questions or removal of existing questions may mean that some historical comparisons may no longer be possible. It is also important to note that the workforce census is not focused on employee satisfaction, as the Employee Experience Checkpoint serves this important need.

4.2 Proposed Schedule for 2021-2022 Development, Administration and Analysis

- Update the Census
 - **October 2021:**
 - Review and update of the survey to meet requirements of the ARD Data Standards.
 - Review and update the Privacy Impact Assessment.
 - **November 2021:**
 - Review of survey with Administrative Council.
 - Review of survey with President's Council/ Union Representatives/Affinity Networks.
 - **December 2021/January 2022:**
 - Update the survey based on feedback from consultations.
- Administration
 - **February/March 2022:**
 - Administration of the survey.
- Analysis and Reporting
 - **Fall 2022**
 - Update, analyze and review historical comparisons of 2017-2018 Workforce Census summaries with 2021-2022 data, where applicable.

5.0 Financial Implications

There is no cost as the update, administration and analysis of the Workforce Census will be completed through the Accountability and Assessment Department using existing resources.

6.0 Evidence of impact

The analysis of the Workforce Census 2022 will be compared with our 2018 data. This information will assist in reviewing our recruitment practices. It will also provide data to support ongoing professional development.

7.0 Communication Plan

Human Resource Services and the Communications Department will be employing a variety of strategies to communicate the Workforce Census with all employees including creating videos, e-mails, setting aside time at staff meetings, sharing reminders, engagement with union/federation partners, providing a paper version, using the Spark staff portal and other strategies to highlight the importance of completing the Workforce Census.

Following the completion and analysis of the Workforce Census, further engagement with staff and the public will take place including thank you messages, media releases, testimonials, videos and social media posts.

8.0 Conclusion/Recommendations

This report is presented to the Board of Trustees for information.

Report reviewed and submitted by:



Norah Marsh, Director of Education and Secretary to the Board



Heather Mundy, Superintendent of People and Culture (HRS)



Robert Cerjanec, Executive System Lead

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Durham District School Board **DATE:** November 1, 2021

SUBJECT: C.E. Broughton P.S. Modified Calendar Update **PAGE:** 1 of 6

ORIGIN: Norah Marsh, Director of Education and Secretary to the Board
David Wright, Associate Director of Education of Corporate Services
Georgette Davis, Superintendent of System Innovation and Family of Schools
Lisa Bianca, Head of Facilities Services
Carey Trombino, Manager of Property and Planning

1.0 Purpose

The purpose of this report is to provide an update to the Board of Trustees on enrolment statistics for C.E. Broughton P.S. as of September 2021 and an update on the strategic efforts to increase enrolment.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

3.0 Background

C.E. Broughton P.S. is currently running two calendar schedules for their community – a regular school calendar and a modified school calendar. Students have the option of attending DDSB@Home – on the regular DDSB@Home calendar or on the modified DDSB@Home calendar.

3.1 January 20, 2020 Recommendation Report and Trustee Motions

At the January 20, 2020 Board Meeting, Trustees received the C.E. Broughton P.S. Modified Calendar Year, Town of Whitby, Recommendation Report.

The staff recommendations were as follows:

The Durham District School Board approve, that the modified program at C.E. Broughton P.S. collapse at the end of the school year in June 2020, and that the current C.E. Broughton P.S. modified calendar students be provided the following options for September 2020:

1. That C.E. Broughton P.S. modified calendar students, currently enrolled in the modified calendar year at C.E. Broughton P.S., and their siblings, would be permitted to attend C.E. Broughton P.S.'s regular school year/program.
2. That the current C.E. Broughton P.S. modified students, and their siblings, that want to continue in the modified calendar, would be permitted to attend Winchester P.S.'s modified calendar year, as an out of area student.

Trustees considered all input, including the recommendation report, and passed the following resolutions:

- That the Board continue operation of the modified calendar year program at C.E. Broughton P.S. for the 2020-2021 and 2021-2022 school years;
- That the Board immediately take every reasonable step to ensure the Durham District School Board (DDSB) community be made aware of the program and have the opportunity to access it if they so choose; and
- That staff be directed to review enrolment statistics in the fall of 2020 and report back on the efforts to increase enrolment at C.E. Broughton P.S. Updates were provided to the Board on April 6, 2020 and October 19, 2020.

3.2 C.E. Broughton P.S. Modified Calendar Promotion

At the April 6, 2020 Standing Committee, a report entitled "Modified Calendar Promotion Update" was provided to Trustees outlining the various communication opportunities that were made available to the community regarding C.E. Broughton P.S.'s modified calendar year.

The communication update in the April 6, 2020 report included:

- Public Relations
 - Posters for information night and general promotion
 - Track website/Twitter responses
- Posting Posters
 - Information posters were provided to sales offices for new home builds that included C.E. Broughton P.S. as an option for registration
- IT Update on 'Find My School' Program
 - C.E. Broughton P.S.' modified calendar year is shown as an option for elementary enrolment for all addresses within the C.E. Broughton P.S. area
- Registration Data
 - Registrations were tracked
 - Plans for student support put in place

Since the April 6, 2020 update, staff continued to promote the C.E. Broughton P.S. modified calendar year by providing the following:

- A social media promotion (Twitter, Instagram, Facebook) of the C.E. Broughton P.S. calendar took place in the Spring of 2021.
- Posting posters and the 'Find My School' continues to offer the option to register at C.E. Broughton P.S.'s modified calendar year.

4.0 Analysis

4.1 Official Enrolment Projections

The Official Enrolment Projections (OEP), for C.E. Broughton P.S. modified calendar year, as of October 31, 2021, are as follows (combined in-school and DDSB@Home students):

- October 2021 - 127
- October 2022 - 115
- October 2023 - 114
- October 2024 - 109
- October 2025 - 106

4.2 September 29, 2020 Enrolment Count

As of September 29, 2021, C.E. Broughton P.S.'s modified calendar year had an enrolment of 126 students (combined in-school and DDSB@Home students). Of those students, 81 currently attend from outside of the regular program boundary. Transportation is not provided for these students.

The enrolment includes:

- 113 students in-school
- 13 students that are learning via DDSB@Home

The breakdown of the grade-by-grade enrolment is provided in Table 1.

Table 1: C.E. Broughton P.S. Enrolment - Grade by Grade

| Enrollment Count | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|------------------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|----------|-----------|------------|
| In-school | 11 | 19 | 8 | 11 | 7 | 9 | 10 | 12 | 8 | 18 | 113 |
| DDSB@Home | 3 | 0 | 0 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 13 |
| TOTAL | 14 | 19 | 8 | 13 | 8 | 10 | 11 | 14 | 9 | 20 | 126 |

Although we are unable to determine at this time what effect, if any the COVID-19 pandemic may have had on enrolment in the program, for the 2021-2022 school year C.E. Broughton P.S.'s modified calendar program added 22 students, with the grade breakdown as follows:

- JK - 11
- SK - 4
- 1 - 0
- 2 - 2
- 3 - 1
- 4 - 1
- 5 - 2
- 6 - 0
- 7 - 0
- 8 - 1

4.3 Class Sizes

Staffing and classroom organization for C.E. Broughton P.S.'s modified calendar students, who made the decision to participate in in-school learning instruction is outlined below, in Table 2.

Table 2: C.E. Broughton P.S. Modified Calendar In-person Enrolment Numbers and Class Sizes

| Staff | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Class Size |
|-------|----|----|---|----|---|---|----|----|---|----|------------|
| 1 | 5 | 14 | - | - | - | - | - | - | - | - | 19 |
| 1 | 6 | 5 | - | - | - | - | - | - | - | - | 11 |
| 1 | - | - | 8 | 11 | - | - | - | - | - | - | 19 |
| 1 | - | - | - | - | 7 | 9 | - | - | - | - | 16 |
| 1 | - | - | - | - | - | - | 10 | 12 | - | - | 22 |
| 1 | - | - | - | - | - | - | - | - | 8 | 18 | 26 |
| 6 | 11 | 19 | 8 | 11 | 7 | 9 | 10 | 12 | 8 | 18 | 113 |

The September 29, 2021 staffing summary, outlined in Table 2 reflects similarities to the class size data for C.E. Broughton P.S.'s modified calendar year data as outlined in the January 20, 2020 report and the October 19, 2020 report.

The DDSB 2021-2022 school year class size averages are as follows:

- FDK – 25.57
- Primary (Grades 1-3) – 19.8
- Junior and Intermediate (Grades 4-8) – 24.5
- Average – 23.3

As identified in Table 2 the Grade 7/8 combined class exceeds the class size average. The other five modified calendar classes are staffed under the DDSB class size averages.

The DDSB@Home Modified school calendar organization is identified in Table 3. C.E. Broughton P.S.'s 13 modified calendar year DDSB@Home students have been combined with Winchester P.S.'s 6 modified calendar year DDSB@Home students, for a total of 19 students who are attending the DDSB@Home virtual modified calendar.

Table 3: C.E. Broughton P.S. and Winchester P.S. DDSB@Home Modified Calendar

| Staff | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Class Size |
|-------|----|----|---|---|---|---|---|---|---|---|------------|
| 1 | 3 | 0 | 1 | 1 | 4 | - | - | - | - | - | 9 |
| 1 | - | - | - | - | - | 1 | 3 | 3 | 1 | 2 | 10 |
| 2 | 3 | 0 | 1 | 1 | 4 | 1 | 3 | 3 | 1 | 2 | 19 |

As per the class size average data provided above, the enrolment of C.E. Broughton P.S. and Winchester P.S. combined modified calendar students, the school organization resulted in a quadruple grade combination (JK/1/2/3) and a quintuple grade combination (4/5/6/7/8).

Table 4 reflects the September 29, 2021 total enrolment of C.E. Broughton P.S. which has a capacity of 354 students and has a current utilization of 91%. The present school enrolment of 323 includes both in-school and DDSB@Home for the two calendars at the school. The total enrolment number includes the two small Special Education classes.

Table 4: C.E. Broughton P.S. Modified Calendar and Regular Calendar Enrolment Numbers

Modified Calendar Students:

| Grade: | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|---------------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|----------|-----------|------------|
| In-school | 11 | 19 | 8 | 11 | 7 | 9 | 10 | 12 | 8 | 18 | 113 |
| DDSB@Home | 3 | 0 | 0 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 13 |
| TOTAL: | 14 | 19 | 8 | 13 | 8 | 10 | 11 | 14 | 9 | 20 | 126 |

Regular Calendar Students:

| Grade | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| In-school | 22 | 22 | 18 | 17 | 20 | 17 | 18 | 15 | 24 | 13 | 186 |
| DDSB@Home | 4 | 1 | 6 | 4 | 4 | 5 | 2 | 3 | 1 | 2 | 32 |
| TOTAL: | 26 | 23 | 24 | 21 | 24 | 22 | 20 | 18 | 25 | 15 | 218 |

Inclusive Student Services

There are 15 students in two small classes. Please note that the individual grades of the students in the small classes were not indicated in order to maintain student privacy.

As in the past year, DDSB is supporting the C.E. Broughton P.S.'s staffing complement, which is higher then the DDSB's average.

5.0 **Financial Implications**

The Board is supporting the C.E. Broughton P.S.'s staffing complement for the modified calendar program, particularly in terms of teaching and administrative staff. Lower average class sizes due to the distribution of students as highlighted in section 4.3, additional clerical support to recognize the additional hour of school operation, and the requirement for Vice-Principal coverage for modified calendar breaks, which require additional costs for staff.

6.0 **Evidence of Impact**

We have been monitoring the enrolment information during the past two years. As indicated in Table 1, there has been an increase in enrolment of 22 students this school year. The official projection numbers indicated in section 4.0 show a decreasing trend in enrolment data at C.E. Broughton P.S. for the next four years.

7.0 Communication Plan

Please see section 3.2 for details about the communication plan.

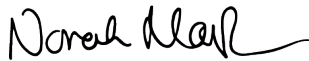
8.0 Conclusion and/or Recommendations

This report is provided to Trustees at their request to monitor the enrollment at C.E. Broughton Public School. Despite additional promotional work, the enrollment within the modified calendar continues to require additional resources to support it. Should Trustees determine that they would remove the choice of the modified calendar from C.E. Broughton Public School, Winchester Public School would be able to accommodate any students choosing to attend there as an out-of-area student in the modified calendar.

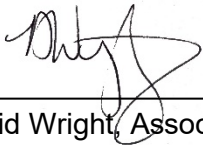
9.0 Appendices

N/A

Report reviewed and submitted by:



Norah Marsh, Director of Education and Secretary to the Board



David Wright, Associate Director



Georgette Davis, Superintendent of Education



Minutes - Governance and Policy Committee Meeting
Monday, September 27, 2021, 6:00 p.m., Virtual

Trustees: Linda Stone (Chair), Donna Edwards, Carolyn Morton, Christine Thatcher, Michael Barrett, Chris Braney, Paul Crawford, Patrice Barnes

Regrets: Trustees Darlene Forbes, Niki Lundquist, Scott Templeton

Staff present: Associate Director Jim Markovski, General Counsel Patrick Cotter, Executive System Lead Robert Cerjanec

Recording Secretary: Gillian Venning

1. Call to Order

Trustee Linda Stone, Chair of the Committee, called the meeting to order at 6:02 p.m.

2. Land Acknowledgment

Trustee Linda Stone read out the land acknowledgement.

3. Declarations of Interest

There were no Declarations of Interest.

4. Approval of Agenda

Moved by: Trustee Carolyn Morton

CARRIED

5. Approval of Minutes – June 14, 2021

Moved by: Trustee Donna Edwards

NO CHANGES TO MINUTES. APPROVED AS DISTRIBUTED.

CARRIED

6. Revision and Correction of Bylaws

- The Committee agreed to review the draft Bylaws section by section.

Provisions amended during the meeting:

- Committee agreed that throughout the Bylaws where there is reference to the Education Act or relevant legislation, the specific section of the Education Act or other legislation must be noted for ease of reference.
- 1.1 (Purpose and Application) amended from section 1.1 to section 1.0
- 3.4.13 (Election of Chair and Vice-Chair) amended from 'The term of office of a Committee Chair and Vice-Chair shall be one year' to 'The term of office of a Committee Chair and Vice Chair shall be one year, or, until the next Organizational Board meeting, whichever occurs first.'
- 5.5.3 (Scheduling and Agendas) amended from 'Agendas for Board meetings shall be determined by the Chair in consultation with the Director' to 'Agendas for Board meetings shall be determined by the Chair in consultation with the Director or their designate.'
- 5.5.3 – 5.5.7 (Scheduling and Agendas) amended to include 'draft agendas' instead of 'agendas' throughout as Committee agreed that all agendas are presented in draft until a motion to approve has been carried at either a Board or Committee meeting.
- 5.5.7 (Scheduling and Agendas) amended from '...by a majority vote of the members present and voting' to '...by a 2/3 vote of the members present and voting.'
- 5.12.5 (Debate/Voting) to be moved between sections 5.12.12 and 5.12.13 and amended from 'At any time before a motion is put to a vote, a member may request that the motion be read aloud' to 'At any time before a motion is put to a vote, it must be read aloud.'
- 5.12.16 (Debate/Voting) amended from 'Votes taken at Board meetings, but not at Committee meetings, may be recorded' to 'Votes taken at Board and Committee meetings may be recorded.'
- 5.12.33 (Extending Meeting Time): amended to indicate that a meeting will not extend beyond 11:00 p.m.
- 2.4.1(e) (Student Trustees) amended from TDSB to DDSB.
- 2.4.6 (Student Trustees) spelling error in word 'from'
- 2.2.2 (Chair/Vice-Chair): amended to include new provision (h) stating that impartiality of the Committee Chair should be conveyed as much as possible.
- 2.4.12 (Student Trustees) amended to add a space between 'the' and 'following'

Provisions that were discussed and which staff will propose amended language for review at the next meeting of the Committee:

- 5.12.13 (Debate/Voting): concern raised that the provision as currently written does not make it clear what options are available to Committee Chairs related to voting. Staff asked to reconsider this section and present a revision that would bring more clarity to the fact that while a Committee Chair is entitled to vote, they also have the opportunity to abstain.
- 5.13.14 (Public Participation in Meetings): Add "at the discretion of the Chair" with respect to whether questions shall not be entertained.

13

- New provision to be drafted (4.3.3) regarding term of appointed trustees to Audit Committee.
- 10.1.2/10.1.3: include qualifying statement about operations during a pandemic, reference regulation that informs this provision.

Provisions to be discussed at next meeting for further consideration:

- 5.5.7 (Scheduling and Agendas): Committee agreed this provision needs more time for consideration and discussion specifically around what point in time during a meeting items can be added to an agenda and the mechanism through which items can be added (e.g., motion to amend vs. new business).
- 5.12.7 (Debate/Voting): Committee discussed briefly and decided this requires more time for consideration before amendments can be proposed. Staff asked to compare this provision to the original Bylaw, which the Committee recalled gave two opportunities for speaking to a motion in committee meetings before a motion could be called to end debate.
- Trustee Responsibilities
- Following Bylaws discussion, Committee agreed that revisions to the Code of Conduct would be addressed at October 25, 2021 Governance and Policy Committee meeting.

7. Date of Next Meeting:

Confirmed to take place on October 25, 2021, 6:00 p.m.

8. Adjournment

The meeting was adjourned at 8:05 p.m.



Governance Ad Hoc Committee Meeting-Amended

Monday, May 10, 2021 – 6:00 p.m., Virtual

Trustees: Patrice Barnes, Michael Barrett, Donna Edwards, Carolyn Morton, Linda Stone (Chair), Scott Templeton, Christine Thatcher, Darlene Forbes

Regrets: Chris Braney, Paul Crawford and Niki Lundquist

Staff Present: Director of Education Norah Marsh, General Counsel Patrick Cotter, Executive Officer Robert Cerjanec

Minutes: Patrick Cotter and Robert Cerjanec

1. Call to Order

Trustee Linda Stone, Chair of the Committee, called the meeting to order at 6:00 p.m.

2. Land Acknowledgment

3. Declarations of Interest

There were no Declarations of Interest.

4. Approval of Agenda

Motion to approve agenda.

Moved by: Trustee/Chair Linda Stone

CARRIED

5. Approval of Minutes – April 7, 2021

Moved by: Trustee Barnes

THAT THE GOVERNANCE AD HOC COMMITTEE MEETING MINUTES OF APRIL 7, 2021 BE APPROVED.

CARRIED

6. Term of Reference

Proposed Committee Names

Trustees were polled on their preferred committee name. The results of the poll were as follows:

- Governance and Policy Committee - 4
- Governance, Accountability and Policy Committee – 0
- Governance and Policy Management Committee - 1

Motion to name the committee the Governance and Policy Committee.

Moved by: Trustee Barnes

CARRIED

Naming Chair of Governance and Policy Committee

Motion to Nominate Linda Stone as Chair of Governance and Policy Committee

Moved by: Trustee Barrett

Nominations were called three times by Director Marsh. No other nominations were named. Trustee Stone was named Chair of the Governance and Policy Committee. A Vice Chair will be named at the next meeting.

Committee discussed and agreed that the terms of reference of the committee should confirm that a Chair and Vice Chair be elected at the first meeting of the committee following the annual board organizational meeting.

Proposed Mandate

The committee reviewed the proposed mandate of the Governance and Policy Committee, as set out in page 2 of the agenda package.

A discussion occurred over the timing of how often the committee should review policies. There was agreement among the committee that it is a minimum of every 5 years.

Committee discussed inserting another bullet point into the terms of reference on page 2 of the agenda package: Monitor the effectiveness of board policies in addressing human rights and equity in consultation with the Human Rights and Equity Advisor, through the Director.

Motion to Approve Revised Committee Mandate

Moved by: Trustee Edwards

CARRIED

ACTION ITEM: The terms of reference now go back to the Board for approval.

Timing of Meetings

A discussion occurred over the timing of meeting. Consensus is that meetings would be held regularly but does not necessarily need to be monthly.

Motion that the committee meets two times a year, to be incorporated into the terms of reference.

Moved by: Trustee Barrett

CARRIED

Committee Membership

Consensus that it is a standing committee of the whole board with the same quorum requirement as a standing committee. This will be included in the terms of reference.

General Counsel Cotter confirmed that the terms of reference will also be enshrined into the draft Consolidated by-law.

7. Consolidated By-Law

A request was made to change 3.4.6 “draw lots” with something more specific (i.e. drawing names out of a hat).

a) Adding Items to the draft Agenda (5.5.3 to 5.5.5)

General Counsel Cotter provided an overview with respect to providing Trustees with the opportunity to add items to the agenda and for the Chair to provide in writing to a Trustee, copying all Trustees as to why an item was not added to the Agenda.

A discussion occurred over whether the Chair, Vice Chair of the Board and the Vice Chair of Standing should meet with the Director and other staff with respect to considering and discussing the agendas of upcoming Board and Committee of the Whole – Standing meetings.

Consensus under 5.5.4, that a fourth Trustee be invited to join the monthly session to consider and discuss agendas for upcoming Board and Committee of the Whole – Standing meetings. Attendance to be scheduled annually in reverse alphabetical order by last name, with a new Trustee each month. Meetings are typically held during the lunch hour (12-1) following the monthly Board meeting. Language to be inserted into the draft consolidated by-law.

b) Committee Structure (Section 4)

A discussion occurred over the names and functioning of the various standing and ad hoc committees with no changes to the committee structure as proposed in Section 4.

c) Rules for Standing Committee

There was consensus that the Committee of the Whole – Standing be subject to the same rules as any other committee meeting with the exception that a seconder is required when moving motions. This will be incorporated into the revised draft.

d) Robert's Rules (Section 5.12)

Suggestion to include that a Trustee is required to declare their own conflict of interest under 5.12.11. Suggestion that Trustees do not comment during the Public Question Period for added clarity. This will be incorporated into the revised draft.

e) Notice and Start Time of Committee Meetings

There was previous agreement that 6pm is an appropriate time at the earliest to schedule a committee meeting.

f) Sections 10 and 11

Agreement to remove the old sections 10 and 11 (new sections 11, 12).

8. Political Policy

There was a general sentiment that Trustees should act with a singular voice and that the Chair speaks for the Board. Also, that Trustees can speak with other local representatives but need to be careful not to speak on behalf of the Board or bind the Board into any commitments the Board has not agreed to collectively or through representation by the Chairperson. General Counsel Cotter to bring forward some language that could be added to the Code of Conduct. Trustees and staff can look into and bring forward ideas that may work.

9. Date of Next Meeting:

Administrative Assistant Adrienne Farooqui will send out a poll to determine the next meeting date.

10. Adjournment

The meeting adjourned at 7:51 p.m.



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Office of the Chair of the Board

27 October 2021

The Honourable Stephen Lecce
Minister of Education
438 University Ave, 5th Floor
Toronto, Ontario
M7A 1N3

The Honourable Monte McNaughton
Minister of Labour, Training and Skills Development
400 University Avenue 14th Floor
Toronto, Ontario
M7A 1T7

Dear Ministers Lecce and McNaughton:

At its meeting of 26 October 2021, the Ottawa-Carleton District School Board approved the following motion:

THAT the Chair of the OCDSB write a letter requesting that the Ministry of Education and Ministry of Labour consider the approval and endorsement of masking better than level 2, and that the Ministry of Education fund this enhanced PPE for all staff and students across Ontario.

Early in the course of the COVID-19 pandemic, the Ontario government took action to procure and supply face masks to school districts as part of its efforts to contain the spread of the virus, for which we are very grateful. At that time, however, good quality respirators were in very short supply and had to be reserved for healthcare workers. Also at that time, it was not well understood that COVID-19 can spread by aerosol transmission. Now that there is much greater availability of quality respirators, and now that much more is understood about the transmission of COVID-19 through the air, it is time to give serious consideration to upgrading the masks that are used in the school setting.

With much appreciation for your immediate attention to this matter.

Sincerely,

Lynn Scott
Chair, Ottawa-Carleton District School Board

cc: Dr. Vera Etches, Medical Officer of Health, Ottawa Public Health
Cathy Abraham, President, OPSBA
W.R. (Rusty) Hick, Executive Director, OPSBA
T.J. Goertz, Senior Communication and Policy Officer
OPSBA and All English Public Chairs
Trustees, Ottawa-Carleton District School Board
Senior Staff, Ottawa-Carleton District School Board
Corporate Records



408 Wembley Drive, Sudbury, Ontario P3E 1P2 | Tel: 705.674.3171 | Toll Free: 1.888.421.2661 | rainbowschools.ca

October 14, 2021

Honourable Stephen Lecce
Minister of Education
Mowat Block,
900 Bay Street
Toronto, ON M7A 1L2

Sent via email to Minister.edu@ontario.ca

Dear Minister Lecce:

At their regular meeting on September 28, 2021, Rainbow District School Board Trustees approved the following motion:

Motion: 21-R104, J.Kosmerly/D.Morrison

That the Special Education Advisory Committee recommends that Rainbow District School Board send a letter to the Minister of Education endorsing Bill 172, the Education Statute Law Amendment Act (Fetal Alcohol Spectrum Disorder).

Carried unanimously

Members of the Rainbow District School Board Special Education Advisory Committee (SEAC) spoke passionately about the need to recognize Fetal Alcohol Spectrum Disorder (FASD) at the SEAC meeting on September 15, 2021.

The Centre for Addiction and Mental Health defines FASD as a lifelong disability that affects the brain and body of individuals who were exposed to alcohol in the womb. The impacts and effects of FASD vary from mild to severe and may include learning disabilities; impaired memory, reasoning and language comprehension and expression; impulsivity and poor judgement; inappropriate social behavior; and poor emotion regulation.

While there is no cure, research has shown that early and appropriate supports, such as special education and behavior programs, can have a positive impact. For this reason, Rainbow District School Board Trustees are united in their support of Bill 172, which, when combined with additional necessary resources, is intended to improve the educational outcomes and experiences of students with FASD.


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Most importantly, it requires Teachers' Colleges and Early Childhood Education programs to include training on this disorder.

Children and adults with FASD require a safety net and supports in the health, education and social services sectors. This legislation will benefit students with FASD, leading to a greater quality of life and a greater quality of life for some results in a greater quality of life for all.

Sincerely,



Doreen Dewar
Chair

cc: Minister's Advisory Council on Special Education
 Jamie West, MPP Sudbury JWest-QP@ndp.on.ca
 France G  linas, MPP Nickel Belt fgelinas-qp@ndp.on.ca
 Michael Mantha, MPP Algoma-Manitoulin mmantha-qp@ndp.on.ca
 Cathy Abraham, OPSBA president President@opsba.org
 School Board Chairs
 Rainbow DSB Trustees
 Rainbow DSB Special Education Advisory Committee



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October 14, 2021

Honourable Stephen Lecce
Minister of Education
Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

Sent via email to Minister.edu@ontario.ca

Honourable Christine Elliott
Minister of Health
5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

Sent via email to Christine.elliott@pc.ola.org

Dear Minister Lecce and Minister Elliott:

At their regular meeting on September 28, 2021, Rainbow District School Board Trustees approved the following motion:

Motion: 21-R103, M.Stringer/D.Morrison
That the Board write a letter asking the Minister of Education and the Minister of Health to consider amending the Immunization of School Pupils Act to include Covid-19 as a "designated disease".

Carried

While there is currently no approved vaccine for children under 12, we understand that a vaccine is imminent making this motion both timely and relevant. When COVID-19 cases rise in the community, they inevitably make their way into our schools. The variants of concern, which are more transmissible, increase the risk of infection.

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Our students and staff have been living and learning with COVID-19 for more than a year and half, spanning three school years. The shift from in-person to remote learning, and the need to self-isolate when cohorts are dismissed by Public Health, has led to constant interruptions. For many students, especially our most vulnerable populations, these interruptions result in learning loss and a detrimental impact on mental health and well-being.

In approving this motion, Rainbow District School Board joins its voice with other school boards in the Province who are advocating that vaccination for COVID-19 be mandatory to attend school in Ontario. Medical Officers of Health have clearly stated that mandatory vaccination is another layer of protection to ensure the safety of staff, students, families and the communities that we serve. It will also go a long way in bringing the pandemic to a much-anticipated end.

Thank you for your consideration.

Sincerely,



Doreen Dewar
Chair

cc: Jamie West, MPP Sudbury JWest-QP@ndp.on.ca
 France Gélinas, MPP Nickel Belt fgelinas-qp@ndp.on.ca
 Michael Mantha, MPP Algoma-Manitoulin mmantha-qp@ndp.on.ca
 Cathy Abraham, OPSBA president President@opsba.org
 School Board Chairs
 Rainbow DSB Trustees