



Board Meeting Agenda

March 20, 2023 - 7:00 p.m.



Michelle Arseneault
Trustee
Town of Whitby

Tracy Brown
Trustee
Town of Whitby

Emma Cunningham
Trustee
City of Pickering

Donna Edwards
Chair of the Board
Trustee
Town of Ajax

Stephen Linton
Trustee
City of Pickering

Kelly Miller
Trustee
Town of Ajax

Carolyn Morton
Trustee
Townships of Brock,
Scugog & Uxbridge

Deb Oldfield
Trustee
City of Oshawa

Shailene Panylo
Trustee
City of Oshawa

Linda Stone
Trustee
City of Oshawa

Christine Thatcher
Vice Chair of the Board
Trustee
Town of Whitby

Ben Cameron
Student Trustee

Lauren Edwards
Student Trustee

Gwen Kuyt
Student Trustee

Durham District School Board
calendar.ddsbs.ca/meetings
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DURHAM DISTRICT SCHOOL BOARD

BOARD MEETING

Monday, March 20, 2023 - 7:00 p.m.

PAGE

1. Call to Order

2. Land Acknowledgement

Verbal

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.

3. O Canada

Blair Ridge Public School, Bobcat Senior Band
(Grade 8 Students, Teacher Reagan Jones and Principal Elaine Warburton)

Verbal

4. Declaration of Office

(Secretary to the Board and Director of Education
Camille Williams-Taylor)

Verbal

5. Declarations of Interest

Verbal

6. Adoption of Agenda

Verbal

7. Minutes

- | | | |
|-----|---|-------|
| (a) | APPROVED Minutes of the Regular Board Meeting of January 23, 2023 | 1-7 |
| (b) | APPROVED Minutes of the Special Board Meeting of February 6, 2023 | 8-15 |
| (c) | DRAFT Minutes of the Regular Board Meeting of February 21, 2023 | 16-25 |
| (d) | DRAFT Minutes of the Special Board Meeting of March 6, 2023 | 26-29 |

8. Ministry Memorandums-Information Update
(Director Camille Williams-Taylor)

Verbal

9.	<u>Public Question Period</u>	Verbal
10.	<u>Report from the Committee of the Whole in Camera</u> (Trustee Christine Thatcher)	Verbal
11.	<u>Good News from the System</u> (Director Camille Williams-Taylor)	Verbal
12.	<u>Recommended Actions</u>	
	(a) Report: Standing Committee Meeting, March 6, 2023 (Trustee Christine Thatcher)	30-33
	(b) People and Culture: Rescission of Policies and Regulation (Trustee Tracy Brown)	34-93
	(c) Inclusive Student Services: Rescission of Policy (Trustee Tracy Brown)	94-100
	(d) School Year Calendar 2023-2024 (Associate Director Jim Markovski)	101-109
13.	<u>Information Items</u>	
	(a) Special Education Advisory Committee (SEAC) Report, January 19, 2023 (Trustees Kelly Miller, Deb Oldfield)	110-116
	(b) OPSBA Report (Trustee Emma Cunningham)	Verbal
14.	<u>Days of Significance</u>	117
15.	<u>Memos</u>	
	(a) No. 2023: 11, Definitely Durham	118-128
	(b) No. 2023:10, Positive School Climates Report Update	129-130
16.	<u>Adjournment</u>	

APPROVED

MINUTES

The Regular Meeting of the Board

Monday, January 23, 2023

A Regular Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 7:03 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Linda Stone, Christine Thatcher, Student Trustees Ben Cameron, Gwen Kuyt

Regrets: Student Trustee Lauren Edwards

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). 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.

4. O Canada

Trustee Michelle Arseneault welcomed and introduced the Colonel Farewell Public School Junior Choir. The choir members are in grades 4 to 6 and were accompanied by music teacher Gloria Park and conducted by teacher Kimberley Briggs. In addition to O Canada, the Colonel Farewell Public School Choir performed, "*It's Snow Wonder*" by Stephen Lawrence.

5. Adoption of Agenda

2023:RB01

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Tracy Brown

THAT THE AGENDA IS APPROVED.

CARRIED

6. Minutes

2023:RB02

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Michelle Arseneault

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

(a) THE REGULAR BOARD MEETING MINUTES OF OCTOBER 17, 2022.

(b) THE SPECIAL BOARD MEETING MINUTES OF NOVEMBER 7, 2023.

CARRIED

2023:RB03

MOVED by Trustee Michelle Arseneault

SECONDED by Trustee Christine Thatcher

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

(c) THE ORGANIZATIONAL BOARD MEETING OF NOVEMBER 15, 2022.

(d) THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 21, 2023.

(e) THE SPECIAL BOARD MEETING OF DECEMBER 5, 2022.

CARRIED

7. Ministry Memorandums-Information Update

Director Camille Williams-Taylor shared that she received a very warm welcome from staff and community members since starting as Director of Education just two weeks ago and has had many engaging meetings on the work that is taking place across the District. Director Williams-Taylor shared that she has had the opportunity to visit schools and looks forward to visiting many more in the months to come. She recognized and wished all families who celebrated the Lunar New Year over the weekend with continued peace, happiness, and prosperity.

School Year Calendar Process and Timeline:

Annually, the Ministry of Education releases a memorandum to school boards that references Regulation 304 of the Education Act, which requires school boards to submit proposed school year calendars to the Ministry for approval by a set date. Last school year, the memorandum was received in early November with a set approval date of March 1. Staff are still awaiting direction from the Ministry for the 2023/2024 school calendar.

Once direction is received, staff will engage in a consultative process with education partners. A Board report will then come forward to trustees seeking approval of the four calendars (Elementary Regular and Modified, Secondary Regular and Modified) prior to submission to the Ministry of Education. In the absence of a memo, staff don't have any set timelines to share but we will provide updates as they become available.

North Oshawa Public School Funding Announcement:

Director Camille Williams-Taylor shared that the Minister of Education visited Durham on Friday to announce the province's funding commitment for the new North Oshawa Public School. With the population growth taking place in Durham Region, staff know that this is a topic of great interest to families as staff plan for new schools to accommodate the growth.

Transportation:

The shortage of bus drivers continues to pose challenges in transportation. Staff will bring a report to the Board meeting on February 21, 2023, to update trustees and the public.

8. Public Question Period

Dylan R., a student of DDSB presented a question regarding health and safety measures. Staff responded to the question.

Two written questions were provided with regards to a new school site in west Whitby. Staff responded to the questions.

9. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed: administrative transfers and placements.

2023:RB04

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Emma Cunningham

THAT THE BOARD RECEIVE THE ACTIONS OF THE JANUARY 23, 2023, IN
CAMERA MEETING.

CARRIED

10. Good News from the System

Keon and Jahdaye from J. Clarke Richardson Collegiate shared good news from across the system on behalf of DDSB students.

Congratulations to Henry Street HS student Olivia F. who was one of the students in the GTA to win the CityNews 680 Junior Traffic Reporter contest! Olivia received a cash prize for herself and her school and delivered a live traffic and weather report.

J. Clarke Richardson Collegiate student Savannah B. was accepted to the 2022 - 2023 Andre De Grasse Future Champions Scholarship Program. Savannah was selected as 1 of 16 student-athletes from across Canada.

DDSB high school students from Dunbarton HS, Pine Ridge HS, Pickering HS, Ajax HS and J. Clarke Richardson Collegiate partnered with the University of Toronto, Scarborough through the 'Modern Day Griot Project,' Students learned about identity using the Kwanza principles of Nguzo. The program involved Black university student mentors who shared their lived experiences in pursuing higher education.

Two-time Olympian Jennifer Wakefield visited the students at Kedron PS and introduced a game called Floorball. Students learned skills from the Gold-medalist who inspired the students. Students also had the opportunity to learn about her Olympic experiences.

Schools across the region celebrated the holiday season with concerts, open houses, and art gallery displays. Parents/guardians attended the festivities in-person for the first time in a few years which showcased the talented DDSB students.

Thank you to all our schools across the District who donated during the month of December.

- Beau Valley PS students donated 368 pounds of food;
- Lester B. Pearson PS students and families donated hygiene-products for Herizon House and;

- Ajax High School students raised \$330.00 for the school Food and Toy Drive

Staff and students raised money, filled hampers, donated toys, clothing and toiletries.

The DDSB's two newest elementary schools, Willows Walk PS and Rosemary Brown PS held holiday and community celebrations in December.

Eastdale CVI students participated in experiential learning off site. Construction and Transportation Specialist High Skills Major students travelled to Fleming College and spent the day learning about careers in their field, and had the opportunity to use heavy equipment and simulators. Grade 12 Chemistry students visited Ontario Tech University to participate in a DNA Lab where they learned biotechnology techniques.

Congratulations to members of J. Clarke Richardson Collegiate's Robotics Teams who competed in Ontario Tech University's Engineering Competition, with all three teams placing in the top ten and one team placing third.

- The Stormbots Green team also competed at the Scarborough First Tech Challenge Qualifiers. After months of building and coding they were ready to compete, making it to the Semi Finals.
- The VEX robotics team also competed in the Mississauga VEX Robotics Competition qualifiers. After six tough matches they made it through to the elimination bracket, they will be competing again in February.

Thank you to Tre-Stelle for their generous donation of crates of cheese to the Make A Difference Depot and G.L. Roberts CVI. Many families received a hamper to help them throughout the holiday season.

O'Neill CVI students and staff held a Bullying Prevention and Awareness Conference with their Leadership class and Grade 7 and 8 students from Queen Elizabeth , Dr. S. J. Phillips and Mary Street Public Schools in November.

A Holiday Practical Learning Program dance was held at Donald A. Wilson Secondary School on December 16, 2022. This dance is for the Secondary PLP and Developmental Learning classes within the DDSB and provides students in small classes with social opportunities. The following secondary schools participated in the dance: Donald A. Wilson, Henry Street, Maxwell Heights, Anderson, Sinclair, Brooklin, R.S. McLaughlin, J. Clarke Richardson, Pickering, Dunbarton and Pine Ridge.

Dates of Significance:

Jan. 24	International Day of Education
Jan. 26	Basant Panchami/Saraswati Puja
Jan. 27	International Day of Commemoration in Memory of Victims of the Holocaust
Jan. 27	Family Literacy Day
February	Psychology Month / African Heritage Month
Feb. 1	Governance and Policy Committee Meeting
Feb. 1	Imbolc

Regular Meeting of the Board Minutes

January 23, 2023

Feb. 6	Standing Committee Meeting
Feb. 11	International Day for Women and Girls in Science
Feb. 14	Valentine's Day
Feb. 15	National Flag of Canada Day
Feb. 17	PA Day: All Secondary Schools Only
Feb. 17	Random Act of Kindness Day
Feb. 20	World Day of Social Justice
Feb. 20	Family Day
Feb. 21	Board Meeting
Feb. 21	International Mother Language Day (UN)
Feb. 22	Ash Wednesday (Christianity)
Feb. 22	Pink Shirt Day

11. Recommended Actions

- (a) Report: Standing Committee Meeting Minutes of December 5, 2022, and January 9, 2023

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on December 5, 2022, and January 9, 2023 and shared that the actions of the December 5, 2023, Committee of the Whole In Camera, Standing Committee meeting were approved at the December 5, 2023 Special Board meeting.

2023:RB05

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Michelle Arseneault

THAT THE BOARD NOW RECEIVE THE MINUTES OF DECEMBER 5, 2022 AND THE JANUARY 9, 2023 STANDING COMMITTEE MEETINGS AND APPROVE THE ACTIONS OF THE JANUARY 9, 2023 STANDING COMMITTEE MEETING.

CARRIED

15. Information Items

- (a) 2022-2023 Interim Financial Report-Quarter 1

Associate Director David Wright introduced Senior Manager of Finance Jennifer Machin who provided Trustees with an update on enrolment information and budget changes as part of the 2022-2023 Revised Estimates, and operating expenditures, as at November 30, 2022 (Quarter 1).

Trustee questions were answered.

- (b) 2022-2023 Supplementary Funds Summary

Associate Director David Wright introduced Senior Manager of Finance Jennifer Machin who provided trustees with an update on the Supplementary Funding that has been announced or received to date for 2022-2023.

Trustee questions were answered.

(c) Trustee Expenses

Associate Director David Wright introduced Senior Manager of Finance Jennifer Machin who provided trustees with information regarding the annual reporting of Trustees Expenses, in accordance with Board Policy and Procedure: Trustee Expenses.

Trustee questions were answered.

(d) Quarterly Construction and Major Projects Report

Associate Director David Wright introduced Head of Facility Services Lisa Bianca who provided trustees with an overview of the status of construction and major projects as of December 31, 2022. Updates to this report are provided to trustees on a quarterly basis (January, March, June and September), and will be posted on the Board's website.

Trustee questions were answered.

(e) Report: SEAC Meeting, November 11, 2022

Trustee Deb Oldfield presented the SEAC meeting minutes to trustees for information.

(f) OPSBA Report

There was nothing to report at this time.

16. Correspondence

There was no correspondence at this time.

17. Other Business

There was no other business at this time.

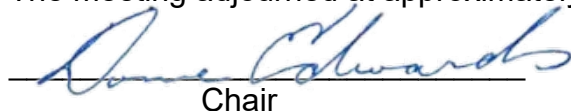
18. Adjournment

2023:RB06
MOVED by Chair Donna Edwards

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 8:01 p.m.


Chair


Secretary

APPROVED

MINUTES

The Special Meeting of the Board

Monday, February 6, 2023

A Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 8:02 p.m.

Members Present: Trustees Michelle Arseneault (virtual), Tracy Brown, Emma Cunningham, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield (virtual), Shailene Panylo, Christine Thatcher, Student Trustees Lauren Edwards, Gwen Kuyt

Regrets: Trustee Linda Stone, Student Trustee Ben Cameron

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). 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.

4. Adoption of Agenda

2023:SB01

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Christine Thatcher

THAT THE AGENDA IS APPROVED.

CARRIED

5. Recommended Actions

(a) Integrity Commissioner Report

Chair Donna Edwards provided trustees with an overview of the report that was received from the Integrity Commissioner (IC) dated January 23, 2023.

Chair Donna Edwards introduced external Legal Counsel Dolores Barbini who provided the Board of Trustees with information on the process when considering the Report of the Integrity Commissioner dated January 23, 2023. Counsel Barbini advised that the Board of Trustees needed to make its own assessment and decision of the following six issues or finding in the IC report:

1. Whether Trustee Stone *did not breach OR breached one or more of* sections 1.4, 6.1, 6.3, 6.13, and 6.49 of the operative Code of Conduct (the Old Code of Conduct) as a result of comments concerning gender identity and expression which she made at Governance & Policy Committee meetings between October 25th and January 31st, as set out at pages 19-20 of the Integrity Commissioner's report.
2. Whether Trustee Stone *did not breach OR breached one or more of* sections 1.4, 6.1, 6.3, 6.13, and 6.49 of the operative Code of Conduct (the Old Code of Conduct) as a result of her pre-May 5, 2022, twitter comments concerning gender identity, as set out at pages 7 and 8 of the Integrity Commissioner's Report.
3. Whether Trustee Stone *did not breach OR breached one or more of* sections 1.2, 6.3, 6.11, and 6.44 of the operative Code of Conduct (the New Code of Conduct) as a result of social media posts concerning gender identity and expression issues between May 5 to 14, 2022, as set at pages 7-8 of the Integrity Commissioner's Report.
4. Whether Trustee Stone *did not breach OR breached* section 6.6 of operative Code of Conduct (the Old Code of Conduct) as a result of the content of her speech at the end of the January 24, 2022 Governance & Policy Committee meeting, as set out pages 21-23 of the Integrity Commissioner's report.
5. Whether Trustee Stone *did not breach OR breached* section 6.49 of the operative Code of Conduct as result of the retweet she made concerning race on April 18, 2022, as set out at page 48 of the Integrity Commissioner's Report.

6. Whether Trustee Stone *did not breach OR breached* of the operative Code of Conduct (the Old Code of Conduct) as result of her comments regarding the definition of “white supremacy” in the then draft Human Rights Policy, as set out at pages 18 and 19 of the Integrity Commissioner’s Report.

2023:SB02

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Shailene Panylo

1. THAT TRUSTEE STONE BREACHED ONE OR MORE OF SECTIONS 1.4, 6.1, 6.3, 6.13, AND 6.49 OF THE OPERATIVE CODE OF CONDUCT (THE OLD CODE OF CONDUCT) AS A RESULT OF COMMENTS CONCERNING GENDER IDENTITY AND EXPRESSION WHICH SHE MADE AT GOVERNANCE & POLICY COMMITTEE MEETINGS BETWEEN OCTOBER 25TH AND JANUARY 31ST, AS SET OUT AT PAGES 19-20 OF THE INTEGRITY COMMISSIONER’S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards	Ben Cameron
Gwen Kuyt	

2023:SB03

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Christine Thatcher

2. THAT TRUSTEE STONE BREACHED SECTIONS 1.4, 6.1, 6.3, 6.13, AND 6.49 OF THE OPERATIVE CODE OF CONDUCT (THE OLD CODE OF CONDUCT) AS A RESULT OF HER PRE-MAY 5, 2022, TWITTER COMMENTS CONCERNING GENDER IDENTITY, AS SET OUT AT PAGES 7 AND 8 OF THE INTEGRITY COMMISSIONER’S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards	Ben Cameron
Gwen Kuyt	

2023:SB04

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Tracy Brown

3. THAT TRUSTEE STONE DID BREACH ALL SECTIONS 1.2, 6.3, 6.11, AND 6.44 OF THE OPERATIVE CODE OF CONDUCT (THE NEW CODE OF CONDUCT) AS A RESULT OF SOCIAL MEDIA POSTS CONCERNING GENDER IDENTITY AND EXPRESSION ISSUES BETWEEN MAY 5 TO 14, 2022, AS SET AT PAGES 7-8 OF THE INTEGRITY COMMISSIONER'S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards	Ben Cameron
Gwen Kuyt	

2023:SB05

MOVED by Trustee Stephen Linton

SECONDED by Trustee Emma Cunningham

4. THAT TRUSTEE STONE DID BREACH SECTION 6.6 OF OPERATIVE CODE OF CONDUCT (THE OLD CODE OF CONDUCT) AS A RESULT OF THE CONTENT OF HER SPEECH AT THE END OF THE JANUARY 24, 2022, GOVERNANCE & POLICY COMMITTEE MEETING, AS SET OUT PAGES 21-23 OF THE INTEGRITY COMMISSIONER'S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards	Ben Cameron
Gwen Kuyt	

2023:SB06

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Tracy Brown

5. THAT TRUSTEE STONE DID BREACH SECTION 6.49 OF THE OPERATIVE CODE OF CONDUCT AS RESULT OF THE RETWEET SHE MADE CONCERNING RACE ON APRIL 18, 2022, AS SET OUT AT PAGE 48 OF THE INTEGRITY COMMISSIONER'S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards
Gwen Kuyt

Ben Cameron

2023:SB07

MOVED by Trustee Tracy Brown

SECONDED by Trustee Carolyn Morton

6. THAT TRUSTEE STONE DID BREACH THE OPERATIVE CODE OF CONDUCT (THE OLD CODE OF CONDUCT) AS RESULT OF HER COMMENTS REGARDING THE DEFINITION OF "WHITE SUPREMACY" IN THE THEN DRAFT HUMAN RIGHTS POLICY, AS SET OUT AT PAGES 18 AND 19 OF THE INTEGRITY COMMISSIONER'S REPORT.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards
Gwen Kuyt

Ben Cameron

2023:SB08

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Shailene Panylo

1. THAT TRUSTEE STONE BE BARRED FROM ALL OF THE NEXT BOARD MEETING;
2. THAT TRUSTEE STONE BE BARRED FROM SITTING ON ANY AND ALL COMMITTEES OF THE BOARD UNTIL OCTOBER 31, 2023; AND
3. THAT TRUSTEE STONE BE CENSURED.

Trustee Shailene Panylo moved to amend the above motion (2023:SB08) to change the date from October 31, 2023 to December 31, 2023 on item number 2.

2023:SB09

MOVED by Trustee Shailene Panylo
SECONDED by Trustee Tracy Brown

2. THAT THE DATE IN ITEM #2 BE AMENDED SUCH THAT TRUSTEE STONE BE BARRED FROM SITTING ON ANY AND ALL COMMITTEES OF THE BOARD, UNTIL DECEMBER 31, 2023.

CARRIED

2023:SB10

MOVED by Trustee Deb Oldfield
SECONDED by Trustee Shailene Panylo

1. THAT TRUSTEE STONE BE BARRED FROM ALL OF THE NEXT BOARD MEETING;
3. THAT TRUSTEE STONE BE BARRED FROM SITTING ON ANY AND ALL COMMITTEES OF THE BOARD UNTIL DECEMBER 31, 2023; AND
4. THAT TRUSTEE STONE BE CENSURED.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Lauren Edwards	Ben Cameron
Gwen Kuyt	

7. Adjournment



2023:RB11

MOVED by Trustee Shailene Panylo
SECONDED by Trustee Carolyn Morton

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:07 p.m.

	
_____ Chair	_____ Secretary

DRAFT

MINUTES

The Regular Meeting of the Board

Tuesday, February 21, 2023

A Regular Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 7:03 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham (virtual), Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield (virtual), Shailene Panylo, Christine Thatcher, Student Trustees Ben Cameron, Lauren Edwards, Gwen Kuyt

Regrets: Trustee Linda Stone, Director of Education and Secretary to the Board Camille Williams-Taylor

Officials Present: Associate Director Jim Markovski (acting in place of the Director of Education), Associate Director David Wright (virtual), Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). 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.

4. O Canada

Trustee Christine Thatcher welcomed and introduced the Willows Walk Rhythm & Blues Choir, led by staff Bill Houlden, Amy Bourdon, Andrea James and Andrew Watson. The choir is made up of students in grades 4 to 6. In addition to O Canada, the choir performed *Lift Every Voice and Sing*.

5. Adoption of Agenda

Trustee Stephen Linton amended the agenda to include 12.(f) Naloxone on School Properties under Information Items.

2023:RB07

MOVED by Trustee Stephen Linton

SECONDED by Trustee Christine Thatcher

THAT THE AGENDA BE AMENDED TO INCLUDE NALOXONE ON SCHOOL PROPERTIES.

CARRIED

2023:RB08

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Tracy Brown

THAT THE AMENDED AGENDA IS APPROVED.

CARRIED

6. Minutes

2023:RB09

MOVED by Trustee Michelle Arseneault

SECONDED by Trustee Shailene Panylo

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

(a) THE ORGANIZATIONAL BOARD MEETING MINUTES OF NOVEMBER 15, 2022.

(b) THE SPECIAL BOARD MEETING MINUTES OF NOVEMBER 21, 2022.

(c) THE SPECIAL BOARD MEETING MINUTES OF DECEMBER 5, 2022.

CARRIED

2023:RB10

MOVED by Trustee Tracy Brown

SECONDED by Trustee Kelly Miller

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

(d) THE REGULAR BOARD MEETING MINUTES OF JANUARY 23, 2023.

(e) THE SPECIAL BOARD MEETING MINUTES OF FEBRUARY 6, 2022.

CARRIED

7. Ministry Memorandums-Information Update

Associate Director Jim Markovski shared the following update with Trustees:

Associate Director Markovski acknowledged the incredible achievements of Eastdale CVI student Bethany Findlay, who has been selected as a Loran Scholarship Finalist for 2023. Out of a pool of nearly 4,800 applicants, Bethany is among the 90 young people who are being recognized as finalists. Loran Scholars are leaders in their communities, students who show compassion and a commitment to service and who actively look for ways to make positive changes in the world around them. Bethany will be moving on to the final phase of the scholarship selection process later this month and we wish her the very best of luck.

On February 7, 2023 the Ministry of Education announced the approval to proceed with construction of the new elementary school that will replace both the current Beaverton and Thorah Central public schools. This is a long-awaited announcement that will ensure that students will be able to learn in a brand new, state of the art building for generations to come.

As of February 16, 2023 secondary student report cards for the first semester were available through the Parent Portal and course selection is ongoing for the 2023-2024 school year.

The District will recognize Pink Shirt Day on February 22, 2023. Staff are committed to upholding the human rights of all students and staff and to creating positive spaces where everyone feels safe, included and heard. Pink Shirt Day reminds us of the importance of allyship and that we need to be constantly ready and willing to stand with each other for what is right.

8. Public Question Period

Dylan R., a student of DDSB presented a question regarding transportation. Staff responded to the question.

Teresa Rekar, a community member presented a question regarding the School Climate Survey. Staff responded to the question.

9. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed: administrative transfers and placements.

2023:RB11

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Shailene Panylo

THAT THE BOARD RECEIVE THE ACTIONS OF THE FEBRUARY 21, 2023, IN CAMERA MEETING.

CARRIED

10. Good News from the System

Cleveland and Julia from O'Neil CVI shared good news from across the system on behalf of DDSB students.

Congratulations to Maxwell Heights Secondary School and Brooklin High School students Hannah Clark and Alex Law on helping to lead Team Canada to gold at the women's under-18 hockey championship.

Congratulations to Pickering High School alumni Boi-1da, on his second-time Grammy nomination for his work on Drake's song "God's Plan." He was first recognized in 2019 for his producing success, with six Grammy nominations that year, including 'Producer of the Year.'

Grades 4, 5 and 6 students at Meadowcrest Public School were excited to welcome Mike Shoreman and Pachi the porcupine to show their support for the athletes competing in the Ontario Parasport Games. Director Williams-Taylor and local Trustees also joined in the fun. The students wrote letters, designed posters, and cheered on the 300-plus athletes and Paralympians competing this year by participating in the 'Be the Roar' program.

In January, the DDSB recognized Tamil Heritage Month and the contributions that Tamil-Canadians have made to Canadian society, as well as the richness of their language and culture through engaging lessons, displays, and social media posts. Schools across the District are also recognizing and celebrating Black History Month. Students have built interactive displays showcasing Black Canadian excellence past and present. Schools will continue to integrate Black history and excellence in learning throughout the year.

Port Perry High School student Brooklyn Doucette appeared on Rogers Durham to discuss her book "Navigating Life." Brooklyn writes about overcoming bullying and helping others who may be going through a similar experience.

At Carruthers Creek Public School, Grade 7 and 8 students are learning about structures, hydraulics and pneumatics. Through the 'Engineer in Residence'

February 21, 2023

program, students have been joined by Candice Chan, a Structural Engineer from the City of Toronto. Candice shared real world projects in Toronto that she has worked on and highlighted the different types of engineering as well as career paths for women in STEM.

Toronto Raptor's forward Pascal Siakam's PS43 Foundation partnered with The Ignite Durham Learning Foundation to bring 'Coding for Champions' to the DDSB. The program provided 70 secondary students with a brand-new laptop and access to six weeks of free online coding classes. We hope that having the right tools and access opens a world of opportunities for our students to explore the ever-evolving world of technology.

With heavy snowfall last month across Durham, students made the best of the snowy weather. Blair Ridge Public School students snowshoed at Camp Samac, Quaker Village Public School students made beautiful snow angels, and Greenbank Public School students built an innovative snow fort.

Elementary team sports are taking place across the District with schools engaging in competition and meeting new friends.

Dates of Significance:

Feb. 21	International Mother Language Day
Feb. 22	Ash Wednesday
Feb. 22	Pink Shirt Day
Feb. 22-April 6	Lent
Feb. 27-April 15	Orthodox Lent
March	Social Work Month
	Hellenic Heritage Month
March 6-7	Purim
March 8	Holi
March 8	International Women's Day
March 14	Pi Day
March 14-18	March Break
March 17	Irish Heritage Day
March 20	Spring Equinox
March 20	Eostre
March 21	Shunki-Sorei-Sai
March 21	Nowruz
March 21	World Down Syndrome Day
March 21	United Nations International Day for the Elimination of Racial Discrimination
March 23	Ramadan Begins
March 23	Atheist Day
March 25	Earth Hour
March 26	Epilepsy Awareness Day and Purple Day for Epilepsy
March 31	International Transgender Day of Visibility

11. Recommended Actions

(a) Report: Standing Committee Meeting Minutes of February 6, 2023

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on February 6, 2023.

2023:RB12

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Kelly Miller

THAT THE BOARD NOW RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE FEBRUARY 6, 2023, STANDING COMMITTEE MEETING.

CARRIED

(b) Clara Hughes Public School-Boundary Review

Associate Director David Wright introduced Manager of Property and Planning Carey Trombino and Senior Planner & Accommodations Coordinator Lygia Dallip who provided trustees with an overview of the revised Clara Hughes PS attendance boundary due to accommodation pressures and the inability to accommodate the 2023-2024 projected enrolment at the Clara Hughes PS site.

Trustee questions were answered.

2023:RB13

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Christine Thatcher

THAT THE BOARD OF TRUSTEES CONSIDER AND APPROVE THE STAFF RECOMMENDATION OF OPTION 1, AS THE REVISED BOUNDARIES FOR CLARA HUGHES PS AND VILLAGE UNION PS, EFFECTIVE SEPTEMBER 2023. PROVIDED AS APPENDIX B IS A MAP OUTLINING THE REVISED BOUNDARIES.

CARRIED

(c) Education Finance Committee Meeting Dates, 2023-2024 Budget

Associate Director David Wright shared with trustees, the Education Finance Committee meeting dates for the development of the 2023-2024 Board budget, with the integration of the Multi-Year Strategic Plan to enhance organizational direction.

Trustee questions were answered.

2023:RB14

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Michelle Arseneault

THAT THE BOARD OF TRUSTEES APPROVE THE 2023-2024 MEETING SCHEDULE FOR THE EDUCATION FINANCE COMMITTEE WITH STAFF LOOKING AT AN ADDITIONAL DATE FOR A PUBLIC CONSULTATION AFTER THE DRAFT IS RELEASED.

CARRIED

Chair Edwards requested that Vice Chair Christine Thatcher chair the portion of the meeting pertaining to item 11.(d) Appointment of Indigenous Trustee and 11.(e) Director's Performance Review Committee Membership

(d) Appointment of Indigenous Trustee

Chair Donna Edwards provided trustees with an overview on the appointment of the Indigenous Trustees for the remainder of the 2022-2026 term of the Board.

Trustee questions were answered.

2023:RB15

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Tracy Brown

THAT THE BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF JILL THOMPSON AS TRUSTEE, AS THE FIRST NATION REPRESENTATIVE TO THE BOARD OF TRUSTEES FOR THE REMAINDER OF THE 2022-2026 TERM.

CARRIED

(e) Director Performance Review Committee Membership

Chair Donna Edwards introduced General Counsel Patrick Cotter who provided trustees with the background information on the Director of Education Performance Review Committee. All trustees are eligible to sit on the Committee. The Committee requires at least three trustees and the Chair and Vice Chair of the Board.

Trustee questions were answered.

2023:RB16

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Tracy Brown

THAT THE COMMITTEE CONSIST OF ALL TRUSTEES AND STUDENT TRUSTEES, SUBJECT TO 207(2)(b) EXCLUDING THE FOLLOWING TRUSTEES: MICHELLE ARSENAULT, DEB OLDFIELD, SHAILENE PANYLO AND LINDA STONE.

CARRIED

(f) Naming of Schools Policy-Lord Elgin Public School

Associate Director Jim Markovski provided trustees with information on the establishment of a School Naming Committee to make recommendations to the Board in accordance with the Naming of Schools Policy and Procedure in response to a community request to rename Lord Elgin Public School.

Trustee questions were answered.

2023:RB17

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Tracy Brown

THAT THE BOARD OF TRUSTEES APPROVE THE ESTABLISHMENT OF A SCHOOL NAMING COMMITTEE FOR LORD ELGIN PUBLIC SCHOOL IN ACCORDANCE WITH THE NAMING OF SCHOOLS POLICY.

CARRIED

12. Information Items

(a) Notice of Motion: People and Culture: Rescission of Policies and Regulation

Trustee Tracy Brown provided trustees with the People and Culture: Rescission of Policies and Regulation as a Notice of Motion so that the policy moves to the March 20, 2023, Board meeting for consideration.

Trustee questions were answered.

(b) Notice of Motion: Inclusive Student Services: Rescission of Policy

Trustee Tracy Brown provided trustees with the Inclusive Student Services: Rescission of Policy as a Notice of Motion so that the policy moves to the March 20, 2023, Board meeting for consideration.

Trustee questions were answered.

(c) Governance and Policy Committee Report, October 3, 2022

Trustee Tracy Brown presented the Governance and Policy Committee minutes for the October 3, 2022, meeting.

(d) Special Education Advisory Committee (SEAC) Report, December 15, 2022

Trustee Kelly Miller presented the SEAC meeting minutes to trustees for information.

(e) OPSBA Report

There was nothing to report at this time.

(f) Naloxone on School Properties

Trustee Stephen Linton provided trustees with information regarding naloxone kits.

General Counsel Patrick Cotter provided an overview of Bill 88 and the legislative requirements and shared that as a workplace the board is bound by the amendments to OHSA, to have kits available in the workplace if the board meets the threshold. Staff are currently undergoing a review of the board's data so that a decision can be made before June 1, 2023, in terms of compliance with the Ontario Health and Safety Act and kits in schools and workplaces.

Staff will provide an update to trustees on this item.

13. Dates of Significance

The dates of significance were shared with trustees for information.

14. Correspondence

(a) Action Items

i. Toronto Region Conservation Authority

The following trustees self-nominated as the DDSB trustee representative on the Toronto Region Conservation Authority Committee during the four-year term:

1. Debra Oldfield
2. Emma Cunningham (alternate trustee)

The following correspondence was shared with trustees for information:

(b) Information Items

i. The Regional Municipality of Durham

A discussion took place around the Board of Trustees responding to the correspondence that was shared from the Durham region regarding Envision Durham and the release of the draft new Regional Official Plan.

2023:RB18

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Emma Cunningham

THAT FACILITIES STAFF HELP CREATE A LETTER BY FEBRUARY 28, 2023 AND SHARE THE LETTER WITH TRUSTEES FOR FEEDBACK, BY MARCH 2, 2023 AND THAT STAFF COMPLETE THE LETTER BY MARCH 3, 2023 SO THAT THE LETTER IS SUBMITTED BY MARCH 6, 2023.

15. Memos

The memos were shared with trustees for information.

- (a) No.2023:04 Background Information on the Durham District School Board (DDSB) Student Census
- (b) No.2023:05 Durham Student Transportation Services (DSTS)

Trustee questions were answered.

16. Adjournment

2023:RB19
MOVED by Chair Donna Edwards

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:55 p.m.

Chair

Secretary

DRAFT

MINUTES

The Special Meeting of the Board

Monday, March 6, 2023

A Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 8:00 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton (joined the meeting virtually at 8:33 p.m.), Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Linda Stone, Christine Thatcher, Student Trustees Ben Cameron, Lauren Edwards, Gwen Kuyt

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). 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.

4. Adoption of Agenda

2023:SB012

MOVED by Trustee Kelly Miller

SECONDED by Trustee Carolyn Morton

THAT THE AGENDA IS APPROVED.

CARRIED

5. Recommended Actions

(a) Adoption of Any Resolution from Committee of the Whole, In Camera Standing Committee

2023:SB13

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Christine Thatcher

THAT THE BOARD NOW ADOPT THE RESOLUTION AND APPROVE THE ACTIONS OF THE MARCH 6, 2023, COMMITTEE OF THE WHOLE, IN CAMERA, STANDING COMMITTEE MEETING.

CARRIED

(b) Consideration of Submissions re: Code of Conduct

Chair Donna Edwards shared the following information with trustees:

At the February 6, 2023, Special Board meeting the Board of Trustees considered the Integrity Commissioner report and found that Trustee Linda Stone breached the Code of Conduct.

As required under the Education Act, the Board provided Trustee Stone with written notice of the findings of the breach and of the sanctions. Trustee Stone was given 14 days to provide a written submission to the Board of Trustees for consideration.

The Board of Trustees have received the written submission in the required timeline.

Chair Edwards noted that the Board must consider the written submission as per the Education Act and make a determination to confirm or revoke the determination of breaches made at the February 6, 2023, Special Board meeting and further determine whether to confirm or revoke the sanctions imposed.

Chair Donna Edwards introduced external Legal Counsel Dolores Barbini who provided additional information to the Board of Trustees with regards to the process.

Meeting of the Special Board, Minutes

March 6, 2023

2023:SB14

MOVED by Trustee Donna Edwards

SECONDED by Trustee Tracy Brown

THAT THE BOARD OF TRUSTEES CONFIRM ALL SIX FINDINGS OF THE BREACHES THAT WERE PRESENTED ON FEBRUARY 6, 2023

CARRIED

Student trustee Ben Cameron call for a recorded vote.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Ben Cameron

Lauren Edwards

Gwen Kuyt

2023:SB15

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Emma Cunningham

I MOVE THAT THE BOARD CONFIRM ITS DECISION OF FEBRUARY 6, 2023, WHERE THE BOARD DETERMINED TO IMPOSE THE FOLLOWING SANCTIONS:

1. THAT TRUSTEE STONE BE BARRED FROM ALL OF THE NEXT BOARD MEETING;
2. THAT TRUSTEE STONE BE BARRED FROM SITTING ON ANY AND ALL COMMITTEES OF THE BOARD UNTIL DECEMBER 31, 2023; AND
3. THAT TRUSTEE STONE BE CENSURED.

Trustee Emma Cunningham called for a recorded vote.

The motion was carried on the following recorded vote:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Arseneault			
Tracy Brown			
Emma Cunningham			
Stephen Linton			
Kelly Miller			
Carolyn Morton			
Deb Oldfield			
Shailene Panylo			
Christine Thatcher			
Donna Edwards			

Student Trustees (Non-Binding Vote)

Ben Cameron
Lauren Edwards
Gwen Kuyt

6. Adjournment

2023:RB16

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Michelle Arseneault

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 8:50 p.m.

Chair

Secretary

Report of the Durham District School Board Standing Committee Public Session March 6, 2023

A meeting of the Standing Committee of the Durham District School Board was held on this date.

1. Call to Order:

The Chair, Christine Thatcher called the meeting to order at 7:02 p.m.

Roll Call: Chair Christine Thatcher

Members Present: Trustees Michelle Arseneault (virtual), Tracy Brown, Emma Cunningham, Donna Edwards, Kelly Miller, Carolyn Morton, Deb Oldfield (virtual), Shailene Panylo, Student Trustee Ben Cameron, Lauren Edwards, Gwen Kuyt

Regrets: Trustees Linda Stone, Stephen Linton

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: 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.

3. Declarations of Interest

There were no declarations of interest at this time.

Standing Committee Meeting Minutes
March 6, 2023

4. Motion to Approve the Agenda

The agenda was amended to add item 8.(e) Student Trustee Elections.

2023:SC05

MOVED by Trustee Emma Cunningham

SECONDED by Trustee Tracy Brown

THAT THE AMENDED AGENDA BE APPROVED.

CARRIED

5. DDSB Presentations

(a) Durham Continuing Education (DCE)

Superintendent Stephen Nevills provided trustees with information on the programming offered by Durham Continuing Education (DCE). Principals Sarah MacDonald, Christopher Barrowclough and Vice Principal, Joslynn Dicks shared a PowerPoint and provided an overview with trustees on the programs offered during the 2021-2022 school year.

Trustee questions were answered.

6. Director's Update

Director Camille Williams-Taylor provided trustees with the following update:

Director Camille Williams-Taylor shared that she continues to visit schools across the District, and that she is inspired by the incredible work of staff and community partners, such as those who support our Return Ticket restorative alternative education program in Oshawa where they work to provide academic, behavioural, social, emotional, and treatment supports to students to help them transition back to regular day school or future opportunities.

Parent Involvement Committee (PIC): On Wednesday, March 8, 2023, at 7:30 p.m., the Parent Involvement Committee is holding a Parent Engagement event with Dr. Pam Palmater, a Mi'kmaw lawyer, who will discuss myths vs. facts about Indigenous rights and what it means when we say that Indigenous rights are distinct. You can find out more and register by visiting the DDSB website at ddsb.ca.

DELFL Exam: Students enrolled in DDSB Grade 12 French have until March 8, 2023, to register for the DELFL exam that will be taking place in April.

International Women's Day: March 8, 2023, is International Women's Day. The theme for 2023 is *Every Woman Counts*. It's a reminder that all women, from all ages and walks of life, have a place in every aspect of our society.

Standing Committee Meeting Minutes
March 6, 2023

Director's Williams-Taylor wished Students, Parents/Guardians and Staff an enjoyable and restful March Break.

7. Recommended Actions

There were no recommended actions at this time.

8. Information Items

(a) Student Trustee Report

Student Trustees Ben Cameron, Gwen Kuyt and Lauren Edwards provided the following update:

Student trustees have been preparing for the upcoming student trustee elections for the 2023-2024 term. The election process will be virtual, Stage 1 of the elections will take place on March 7 and 8. Stage 2 of the elections will take place in April to determine the student trustees for the upcoming year.

Student trustee Ben Cameron shared that from February 16 to 19, 2023, he attended the OSTA-AECO's Board Council Conference in Ottawa. The conference included a presentation from the Ontario Principals' Council (OPC), and the Catholic Principals' Council of Ontario (CPCO).

Trustee Cameron shared that he has been visiting schools in Pickering and Ajax, including J. Clarke Richardson, Ajax High School and Pine Ridge Secondary School.

The Student Senate has been focusing on two events: a Mental Health Week for students to learn more about well-being which is taking place during Children's Mental Health Week in May and an elementary leadership conference for intermediate students to learn about leadership. The next senate meeting will take place on Monday, March 20, 2023.

On March 1, 2023, the student trustees met with Director Williams-Taylor to discuss priorities and shared visions for students within the DDSB. They had a productive and thought-provoking meeting that touched on Student Senate, Indigenous education, student voice, and more.

(b) Cyber Incident Report

Associate Director David Wright provided trustees with an update on the cyber incident that occurred on November 25, 2022.

Trustee questions were answered.

(c) Quarterly Construction and Major Projects Progress Report

Associate Director David Wright Introduced Manager of Facilities Design & Construction Lindsay Wells, who provided trustees with an update on the status of construction and major projects as of February 28, 2023. Updates to this report will be provided to trustees on a quarterly basis (January, March, June and September), and will be posted on the Board's website.

Trustee questions were answered.

(d) OPSBA Report

Trustee Donna Edwards provided trustees with an update on the OPSBA Public Education Symposium that took place on February 24 and 25, 2023.

(e) Student Trustee Elections

Trustee Carolyn Morton brought forward concerns on the Student Trustee election process.

Trustee questions were answered.

9. Correspondence

There was no correspondence at this time

10. Adjournment

2023:SC06

MOVED by Trustee Michelle Arseneault

SECONDED by Trustee Shailene Panylo

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 7:59 p.m.

Chair

Secretary

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Durham District School Board **DATE:** March 20, 2023

SUBJECT: People and Culture – Rescission of Policies and Regulations **PAGE:** 1 of 2

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Heather Mundy, Superintendent of People and Culture
 Patrick Cotter, General Counsel
 Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to bring forward the recommendation of the Governance and Policy Committee to rescind selected policies and regulations that fall under the People and Culture department.

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.*

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

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.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Staff undertook a detailed review of selected policies and regulations that fall under the People and Culture department, included as Appendix A, and recommended to the Governance and Policy Committee that these selected policies and regulations be rescinded.

At the February 1, 2023 Governance and Policy Committee meeting, the Committee passed a resolution to recommend to the Board of Trustees that the People and Culture policies and regulations listed in Appendix A be rescinded. The detailed report as presented at the February 1, 2023 meeting is included as Appendix B.

4.0 **Financial Implications**

Not applicable.

5.0 **Evidence of impact**

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

6.0 **Communication Plan**

Once approved, the policies and regulations recommended for rescission will be removed from circulation on the DDSB website and staff will be informed as applicable.

7.0 **Conclusion and/or Recommendations**

That the Board of Trustees consider rescinding the policies and regulations as outlined in Appendix A.

8.0 **Appendices**

Appendix A – People and Culture Policies and Regulations Recommended for Rescission
 Appendix B – February 1, 2023 Report to Governance and Policy Committee

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Heather Mundy, Superintendent of People and Culture



Patrick Cotter, General Counsel



Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

REGULATION

CORPORATE SERVICES

Positions of Responsibility- Appointment and Evaluation

1.0 Conditions of Appointment

That conditions of appointment to positions of responsibility be:

- (a) New appointments as Supervisory Officers shall be for a term of 5 years in a contract form approved by the Board.
- (b) New appointments to positions as Principal, Vice-Principal, or Department Head shall be permanent unless modified through the appraisal process.
- (c) Appointments to positions of Facilitator shall be on secondment for a term of up to five years.

AND THAT

2.0 Appraisal

- 2.1 At the request of a majority of Trustees, the Director, or an Administrative Staff member, a particular evaluation may be initiated at any time. Such evaluations shall be the subject of a report to the Employee Relations Committee of the Board.

Appendix:

None

Effective Date

78-06-26

Amended/Reviewed

2006-08-08

2012-06-29

CORPORATE SERVICES

Staff Complement

- 1.0 The total staff complement in all functions, Academic, Business and Facilities Services shall be established from time to time by the Board.
- 1.1 Within the staff complement approved by the Board, the Director or designate shall have authority to deploy all personnel in the system.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

82-11-09

2006-08-08

2012-02-06

2012-10-15

REGULATION

HUMAN RESOURCES SERVICES

Domestic Violence

1.0 Domestic Violence in the Workplace

A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that worker or co-workers at work. In these situations, domestic violence is considered workplace violence.

2.0 Duty of the Employer

Under the [Occupational Health and Safety Act](#), an employer must take every precaution reasonable in the circumstances for the protection of workers when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose a worker or co-workers to physical injury.

Personal safety is the shared responsibility of the Durham District School Board and all of its employees. When an employee's safety is threatened as a result of domestic violence, the employer and supervisor will assist the employee and take any reasonable precaution for the protection of that employee while the employee is at work.

3.0 Duty of Employees

Measures and procedures in the workplace violence prevention program can help protect an employee and co-workers from domestic violence in the workplace. It is the responsibility of an employee to report concerns to their immediate supervisor if they fear domestic violence may enter the workplace.

Co-workers are also encouraged to report, in confidence, to their immediate supervisor concerns or indicators that an employee is experiencing any form of domestic violence.

The Durham District School Board will take active measures to help protect the safety of employees who request assistance and will keep requests for assistance confidential.

4.0 Information and Instruction

The Durham District School Board will provide information and instruction for all employees about the issue of domestic violence, signs of domestic violence, impact on individuals and families, confidentiality, individualized response, safety plans and the supports available within the Board and the community.

5.0 Responding to Victim-Survivors of Domestic Violence

When an employee discloses that she or he is a victim-survivor of domestic violence or if a supervisor observes indicators of domestic violence, it is recommended that the supervisor convey the messages:

- the supervisor is concerned for the person and will support the person;
- the victim-survivor is not alone and is not to blame;
- there is help available – see Appendix B;
- information that is shared will be kept confidential and provided to others on a 'need to know' basis; and,
- the supervisor will offer to work with the employee to create a Workplace Safety Plan. In the case where an employee refuses to co-create a Workplace Safety Plan with a supervisor then the supervisor will contact the appropriate Manager or Supervisory Officer regarding the provision of workplace precautions for the protection of all employees. The Manager or Supervisory Officer will contact the union president for that employee, if applicable.

6.0 Workplace Safety Plan – See Appendix A

A workplace safety plan:

- identifies actions to increase worker safety;
- is prepared in advance based on the possibility of violence;
- needs to be created with the affected employee who knows the abuser's patterns of behaviour, the higher-risk times, and the resources available;
- suggests actions that the worker and employer can take, including police involvement; and,
- can be reviewed and revised as needed to respond to changes.

A workplace safety plan may include:

- at least one emergency contact if the employer is unable to reach the worker;
- increased security measures for the victim-survivor while at work or travelling to and from work;
- record-keeping options for possible police evidence (e.g. threatening voice mails or emails);
- alternative work arrangements to adjust the worker's schedule or location in order to increase the worker's safety;
- creating an emergency plan with procedures for calling the police when required;
- referring the employee to appropriate internal and external resources and organizations – see Appendix B;
- developing a procedure to inform co-workers of the potential for domestic violence in the workplace;
- upholding all known court orders that bar any individual(s) from a worksite;
- discussion of personal leave options.

Where the employee identifies a concern about domestic violence when the spouse is a Durham District School Board employee, the supervisor will notify the Superintendents of Employee Relations and Operations about the situation. If necessary a change in workplace location will be reviewed by the Superintendent of Employee Relations in coordination with the Superintendent of Operations.

Appendix:

Appendix A – Domestic Violence – Workplace Safety Plan

Appendix B – Durham Region Contacts for Domestic Violence

Appendix C – Signs of Domestic Violence in the Workplace

Effective Date

2011-01-17

Amended/Reviewed

APPENDIX A: DOMESTIC VIOLENCE - WORKPLACE SAFETY PLAN

Name of Employee: _____

Supervisor: _____

Date: _____

Part 1 – Questions about Immediate Need:

How great is your risk today?

What are your needs right now?

Have you left the home?

Are your children safe? Which school do they attend?

Have you contacted the police? Do you need to speak with a police officer today?

Is there a restraining order against the abuser?

Part 2 – Questions about Workplace Precautions:

Who is the abuser? (Name, description and photograph)

Has the abuser contacted you at work? What is the likelihood that the abuser will show up at the workplace?
Is there a risk to co-workers?

If he/she arrives at work looking for you - do you want 911 called?

Do you want phone calls or emails screened and saved?

Arrival and departure from work - how can we help you get into and out of the building safely? (review safety of parking arrangements)

Who else at work can be advised about the plan and who to watch for?

Part 3 – Supervisor Checklist for Workplace Safety Plan

- ☐ ☐ ☐ Contact Area Superintendent or Manager
- ☐ Contact Superintendent of Employee Relations
- ☐ Contact school, if applicable, where employee's children attend
- ☐ Superintendent of Employee Relations contacts union president, if applicable
- ☐ Provide employee with Durham Region contact list – Appendix B
- ☐ Arrival and departure plan - may include:
 - Establish set arrival and departure times
 - Arrangements to provide escorts to and from the parking lot
 - Car-pool arrangements with other employees
 - Change of parking assignment to a reserved spot close to entrance
- ☐ Screening of phone calls or emails
 - Contact Information and Technical Services to block email from abuser
 - Inform office staff to request identity of callers
 - When a Workplace Safety Plan has been invoked, avoid using students to answer phones
 - Develop response protocol for unwanted calls
- ☐ Record-keeping
 - Retain copies of threatening emails sent to workplace
 - Make recordings of voicemail
 - Supervisor keeps restraining orders on file
- ☐ Emergency Security Protocol – if abuser attends workplace:
 - Call 911
 - Supervisor or designate informs victim-survivor
 - Move victim-survivor to safe location in building until police arrive
- ☐ Alternative Work Arrangements – (consult with Manager or Superintendent of Operations first):
 - Adjust shift start time and/or finish time
 - Change location of workplace – temporary or permanent
- ☐ Ongoing Employee Responsibilities
 - Keep supervisor informed of any changes to level of risk or changes of circumstance

This Workplace Safety Plan has been created by:

Employee	_____	_____
	Print Name	Signature
Supervisor	_____	_____
	Print Name	Signature

APPENDIX B: Durham Region Contacts for Domestic Violence

Police and Victim Services:	
Emergency Services	911
Durham Regional Police Service	905 579 1520/ 1 888 579 1520
DRPS Victim Services Unit	905 579 1520/ 1 888 579 1520 ext 5616
Victim Services of Durham Region	905 579 1520 ext 1848
Emergency Housing:	
1. Bethesda House (24 hrs)	905 623 6050/ 1 800 338 3397
2. Herizon House	905 426 1064/1 866 437 4066
3. Denise House (24 hrs)	905 728 7311/1 800 263 3725
Counselling Services:	
Catholic Family Services	Ajax 905 428 1984 Oshawa 905 725 3513
Domestic Violence & Sexual Assault	905 571 3344 ext 105
Durham Family Counselling	1 866 840 6697
Durham Mental Health Crisis Service	905 666 0831 After hours 905 666 0483
Oshawa Community Health Centre	905 723 0036
Employee Assistance Program	1 800 387 4765
24 Hour Crisis Numbers:	
Distress Centre	1 800 452 0688
Rape Crisis Centre	905 668 9200
Kid's Help Line	1 800 668 6868
Assaulted Women's Help Line	1 866 863 9511
Legal Services:	
Family Law Information Centre	905 427 7849
Durham Family Court Clinic	905 436 6754
Ontario Family Court	905 430 4900
Luke's Place	905 728 0978
Other Services:	
Women's Multicultural Resource and Care Centre	905 427 7849
Victim Crisis Assistance & Referral Service (VCARS)	905 579 1520 ext. 1846
Neighbours, Friends & Families Campaign	www.neighboursfriendsandfamily.com
DRIVEN (Durham Region Intimate-Relationship Violence Empowerment Network)	1 877 SAFE 905 (723 3905) 905 432 SAFE (432 7233)

APPENDIX C: Signs of Domestic Violence in the Workplace

The victim may:

- try to cover bruises;
- be sad, lonely, withdrawn, and afraid;
- have trouble concentrating on a task;
- apologize for the abuser's behaviour;
- be nervous when the abuser is in the workplace;
- make last-minute excuses or cancellations;
- use drugs or alcohol to cope; or
- miss work frequently or more often than usual.

The abuser may interfere with the victim while at work by:

- repeatedly phoning or emailing the victim;
- stalking and/or watching the victim;
- showing up at the workplace and pestering co-workers with questions about the victim;
- displaying jealous and controlling behaviours;
- lying to co-workers;
- threatening co-workers;
- verbally abusing the victim or co-workers;
- destroying the victim's or the organization's property; or
- physically harming the victim and/or co-workers.

The abuser may attempt to prevent the victim from getting to work by:

- interfering with transportation by hiding or stealing the victim's car keys or transportation money;
- hiding or stealing the victim's identification cards;
- threatening deportation in a situation where the victim was sponsored;
- failing to show up to care for children; or
- physically restraining the victim.

HUMAN RESOURCES SERVICES

Employee Assistance for the Management of Alcohol and Drug Problems

1.0 Preamble

- 1.1 The Board of Education recognizes that excessive or inappropriate use of alcohol or other drug can result in physical and/or mental illness. Such misuse of alcohol or other drug is generally accompanied by a variety of other problems adversely affecting the individual's well-being with regard to his/her family, financial affairs, employment and social life.

2.0 Purpose

- 2.1 Treatment of these cases can be successful, and this policy is prepared for the following purposes:
- (a) To provide Board personnel with an education program aimed at the prevention of dependence on alcohol or other drugs.
 - (b) To facilitate early recognition of, and supportive treatment for, any employee of the Board who may be suffering from this disability.

3.0 Voluntary Referral

- 3.1 Any employee of the Board who feels that he (or she) may have an alcohol or other drug problem is encouraged to make an appointment with the Manager of Employee Services with a view to obtaining a diagnosis and, if necessary, referral to a treatment service and follow-up as indicated.

4.0 Mandatory Referral

- 4.1 Any employee of the Board whose unsatisfactory performance of his/her duties may be attributable to the repeated misuse of alcohol or other drug will be required by his/her supervisor to report to the Manager of Employee Services to obtain a diagnosis.
- 4.2 In the case of a mandatory referral where performance of duty has been impaired by continued or repeated misuse of alcohol or other drug, acceptance by the employee of the diagnosis, and adherence to the prescribed treatment program, and improvement in job performance to an acceptable level, will be considered a condition of continued employment with the Board.

5.0 Training and Treatment

- 5.1 The Board will provide training for supervisors in the recognition of signs which may indicate developing dependence on alcohol or other drugs and in the interviewing and referring procedure for such employees. The Board (through the Manager of Employee Services) will arrange with treatment agencies and other resources in the community for the provision of adequate treatment and support.
- 5.2 Whether the referral to the Employee Services Department is voluntary or mandatory, the employee will receive the same consideration and benefits as are provided by the Board for employees affected by any other illness.

Appendix:

None

Effective Date

76-01-26

Amended/Reviewed

2006-08-08

2014-07-29

REGULATION

HUMAN RESOURCES SERVICES

Procedure for the Effective Management of Employee Alcohol and Drug Problems - Teaching Employees

- 1.0 Whether the referral to the Manager of Employee Services is voluntary or mandatory, the employee will receive the same consideration and benefits as are provided by the Board for employees affected by other illness.
- 1.1 When job performance, attendance or conduct of a teacher is unsatisfactory, the Principal will:
 - (a) Confront the teacher with documented work evidence of the problem.
 - (b) Advise the teacher that improvement is expected, suggest that if there is some personal problem, help can be obtained through the Manager of Employee Services, and encourage the teacher to take advantage of this service. These services will consist of a diagnostic and counselling consultation by recognized professional personnel such as provided by Addiction Research Foundation, Pinewood Clinic or medical specialist.
 - (c) Require the teacher to inform the Principal within one week as to what action the teacher is taking to solve the problem.
 - (d) Document the interview with copies to the Superintendent of Education, teacher and Manager of Employee Services. Remind the teacher, in this letter, that it is the teacher's privilege to consult with his Federation if the teacher desires.
 - (e) Continue to document work performance.
 - (f) It is the responsibility of the principal to inform the respective Provincial Federation that the teacher's employment is in jeopardy.
- 1.2 If subsequent job performance, attendance or conduct is unsatisfactory, the Principal will:
 - (a) Consult with the Superintendent of Education/Area concerning overall impressions of the situation and discuss appropriate action.
 - (b) Confront the teacher, review the teacher's work record and inform the teacher that the Superintendent of Education/Area has been contacted in relation to unsatisfactory job performance.
 - (c) The course of action to be taken at this point will have been decided when step 2(a) was taken. This may involve:
 - (i) continuance of a program already instituted;
 - (ii) the requirement of the teacher accepting referral to recognized professional personnel.
 - (d) Advise the teacher of consequence of non-compliance, i.e., termination of employment.
 - (e) Document the interview with copies to the Superintendent of Education/Area, the teacher and Manager of Employee Services. Remind the teacher again, in this letter, that it is the teacher's privilege to consult with Federation if the teacher so desires.

1.3

(a) Assuming dependency is diagnosed and treatment has followed, the Principal will discuss with the teacher on a regular basis (monthly) the teacher's progress, performance and conduct in the school situation, at which time the progress reports from the treatment facility will also be reviewed.

(b) Document these interviews with copies as above.

1.4

If a teacher voluntarily seeks help for a problem of this type from the Principal, the latter should contact the Manager of Employee Services who will make arrangements for treatment. The teacher affected will not be required to discuss this matter with any other staff member except the Principal.

1.5

If a teacher voluntarily seeks help for a problem of this type but does not want to approach it through his Principal, the teacher may contact the Manager of Employee Services directly for confidential advice and information.

1.6

If the problem is affecting a Principal's job performance, this policy applies by substituting the words Principal for teacher and Superintendent of Education/Area for Principal.

2.0 Termination

2.1

When job performance, attendance or conduct continues to be unsatisfactory, the principal will recommend suspension and ultimately termination. These recommendations will be forwarded to the Superintendent of Education/Area with copies to the teacher, and the Manager of Employee Services.

2.2

It is the duty of the Principal to inform the teacher of the teacher's right to a Board of Reference as stated in the Education Act.

NOTE:

(a)

This procedure has been written specifically for a Principal dealing with a teacher or a Superintendent of Education/Area dealing with a Principal. In the case of a Principal dealing with an educational services employee a slightly different procedure has been outlined.

(b)

Employees shall be notified that treatment for an alcohol or drug problem shall be considered as illness, and all benefits under the SICK LEAVE and DISABILITY PENSION Regulations will apply.

2.3

When job performance, attendance or conduct of an employee is unsatisfactory, the appropriate supervisor will:

(a) Advise his/her superior, then:

(b) Confront the employee with documented work evidence of the problem.

(c) Advise the employee that improvement is expected, suggest that if there is some personal problem, help can be obtained from the Superintendent of Education/Employee Services, and encourage him/her to take advantage of these services.*

(d) Continue to document work performance until the problem has been corrected.

(e) Document the interview if felt desirable, with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.4

On the next occasion, when job performance, attendance or conduct is unsatisfactory, the appropriate supervisor will:

- (a) Advise his/her superior.
- (b) Confront the employee and review with him/her the unsatisfactory work record.
- (c)
 - (i) Insist that the employee perform his/her work satisfactorily.
 - (ii) Advise employee of consequence of non-compliance, i.e., suspension and if no improvement then termination of employment.
- (d) Require the employee to inform him/her, within one week, as to what action he/she is taking to solve the problem.
- (e) Document the interview with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.
- (f) Review and evaluate on a continuing basis (suggest one month).

2.5 If no improvement is noted following review 2. (f), the appropriate supervisor will:

- (a) Advise his/her superior.
- (b) Confront the employee, review his/her work record; inform him/her that the job performance is unsatisfactory; and insist that he/she must accept help or be terminated.
- (c) Assuming he/she chooses help, instruct him/her that the Manager of Employee Services will be contacted to enter him/her into a program of help.
- (d) Document the interview with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.6

- (a) Assuming dependency is diagnosed and treatment has followed, the appropriate supervisor will discuss with the employee on a regular basis (monthly) his/her progress, performance and conduct in the work situation, at which time the progress reports from the treatment facility will also be reviewed.
- (b) Document these interviews with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.7 If an employee voluntarily seeks help for a problem of this type from you, the supervisor, you should contact the Manager of Employee Services, who will make arrangements for treatment. The employee affected will not be required to discuss this matter with any other staff member except you.

2.8 If an employee voluntarily seeks help for a problem of this type, but does not want to approach it through his supervisor, he may contact the Manager of Employee Services directly for confidential advice and information or the Union.

3.0 Termination

3.1 When job performance, attendance or conduct continues to be unsatisfactory, the employee will be terminated.

NOTE:

Employees shall be notified that treatment for an alcohol or drug problem shall be considered as illness and all benefits under the SICK LEAVE and DISABILITY PENSION Regulations will apply.

*The services through the Superintendent of Education/Employee Services include diagnostic and counselling consultation by recognized professional personnel, such as Pinewood Clinic, medical specialists, Addiction Research Foundation and Family Counselling.

Appendix:

None

Effective Date

76-01-26

Amended/Reviewed

2006-08-08

2014-07-29

CORPORATE SERVICES

Employees Seeking Public Office

- 1.0 The Durham District School Board encourages its employees to seek and hold public office.
- 1.1 Employees seeking public office may be granted or asked to take unpaid leaves of absence at the discretion of the Director of Education in consultation with the appropriate Superintendent and the Superintendent of Operations.

Appendix:

None

Effective Date

2005-01-19

Amended/Reviewed

2006-08-08

2010-10-04

2016-07-04

HUMAN RESOURCES SERVICES

Physical and Verbal Abuse of Board Employees

- 1.0 In cases of alleged abuse of staff by any person which results in charges being laid, staff will be given as much assistance and support as is required and appropriate to the circumstances of the case and is within the legal authority of the Board.
- 1.1 Information in respect to any such incident received by Trustees or Staff should be reported as soon as possible to the Director of Education or his/her designate.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2014-07-29

REGULATION

HUMAN RESOURCES SERVICES

Physical and Verbal Abuse of Board Employees

- 1.0 All such cases should be reported immediately to the Superintendent of Education/Employee Services in cases involving non-teaching personnel. The report should include all pertinent information describing the incident(s) and any action taken in respect to reporting the matter to the Police.
- 1.1 The Superintendent of Education/Employee Services will decide, on review of the above reports and any other available information whether or not legal counsel is advisable and is to be supplied. The details of the incident will be discussed with the Board's Solicitor if advice is required.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2014-07-29

HUMAN RESOURCES SERVICES

Staff Appeals

1.0 Any employee may initiate an appeal over any issue not governed by the provisions of a Collective Agreement.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2013-09-26

REGULATION

HUMAN RESOURCES SERVICES

Staff Appeals

- 1.0 Employees shall notify their immediate superiors* of the problem, and seek to resolve the matter.
 - 1.1 If the problem remains unresolved, the employee may initiate an appeal in writing to the Secretary of the Board within a reasonable time following notification to superiors.
 - 1.2 The Director or designate shall inquire into the facts surrounding the problem and resolve the issue or prepare a written report for the Employee Relations Committee with a copy to the employee.
 - 1.3 The employee shall be entitled to Federation, Union or Association representation at the meeting of the Employee Relations Committee when the appeal is heard.
 - 1.4 The Employee Relations Committee shall deny or grant an appeal and may make recommendations to the Board.

*For academic employees, this is deemed to be Principal and Superintendent of Education/Area.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2013-09-26

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Teacher Exchanges

- 1.0 The Durham District School Board encourages the participation of staff in exchanges within the Province, to other Provinces, Countries and on assignment to The Department of National Defence.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

91-05-13

2006-08-08

2010-10-04

2011-01-21

REGULATION

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Teacher Exchanges

- 1.0 Requests will be received by the Manager of Employee Services with a copy to the Superintendent of Education/Operations in accordance with Ministry of Education deadlines.
 - 1.1 To be eligible to apply, teachers must be on a permanent contract.
 - 1.2 An exchange will normally be approved for up to a maximum of three years.
 - 1.3 Such exchanges or assignments shall be reported annually to the Board by the Director.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

91-05-13

2006-08-08

2012-03-01

2016-07-04

PERSONNEL**Employment Equity**

- 1.0 The Durham District School Board and its employees shall demonstrate commitment to achieving the Ministry of Education's Employment Equity mandate. This will be accomplished through the development and implementation of Employment Equity strategies and programmes, which eliminate barriers and provide an equal opportunity environment in which female employees can reach their full potential.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

92-03-09

2006-08-08

REGULATION

PERSONNEL

Employment Equity

1.0 The Durham Board of Education Shall:

- (a) form an Employment Equity Committee comprised of a minimum of two Trustees, the Director of Education (or Designate), a representative of each Principals' Association, a representative of each Federation, a community representative, a representative from the guidance staff, a representative from the consultant group, representation from the Custodial/Maintenance Management staff, a representative from CUPE Office/Clerical/Technical, a representative from CUPE Custodial/Maintenance, a representative from CUPE Educational Assistants, and a Non-affiliate representative;
- (b) develop and implement a program of in-service and staff development that includes strategies to increase the representation of women in positions of added responsibility for both teaching and educational services staff in accordance with the mandate established by the Ministry of Education outlined in Program Policy Memorandum 111;
- (c) provide in-service and training for female staff regarding non-traditional roles to increase awareness and move towards the objectives set by the Ministry of Education for the year 2000;
- (d) ensure staff knowledge of and commitment to The Sexual Harassment Policy, and The Inclusionary Language Guidelines and Standard Procedure For Written Correspondence;
- (e) ensure that the Hiring/Promotion Procedures encourage female staff, at all levels, to seek positions of added responsibility;
- (f) provide annual budget proposals to facilitate the attainment of the goals of Employment Equity;
- (g) receive a report from the Director of Education by June 30th of each year, outlining the progress towards implementation of the Employment Equity Plan.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

84-05-28

92-03-09

2006-08-08

HUMAN RESOURCES SERVICES**Non-Affiliated Staff Compensation****1.0 Coverage**

- 1.1 This policy applies to non-affiliated staff in the following groups:
- Administrative (excludes Supervisory Officers and Director of Education)
 - Administrative Secretarial
 - Attendance Counsellors
 - Psychological Services
 - Social Workers
 - Speech Pathology Services

2.0 Broad Policy Statements

- 2.1 The salaries for positions occupied by Non-Affiliated Staff will be based on a fair comparison with negotiated settlements reached between the Durham District School Board and local C.U.P.E. Unions.
- 2.2 Internal equity will be maintained regarding the salaries paid to Non-Affiliated Staff with consideration to relative job size, the employee's time in the job and individual performance.
- 2.3 The Board's policy is to pay competitive salaries which will ensure its ability to attract, retain, and reward employees of a high calibre.
- 2.4 Non-Affiliated Staff benefit program coverages and Board contributions thereto will be based on a fair comparison with the programs in effect for the Board's affiliated and unionized employee groups.

3.0 Specific Policy Statements

- 3.1 Non-Affiliated Staff job rates will be annually reviewed and adjusted as of July 1st by a percentage increase which reflects an average of the settlements reached with the Durham District School Board and local C.U.P.E. Unions during the same year. Bi-annual external comparisons will be undertaken by staff for certain benchmark positions to ensure that our salary ranges remain competitive with the external market.
- 3.2 Non-Affiliated Staff benefit programs, and Board contributions thereto, will be reviewed annually as of March 1st to ensure that available coverages and the value of Board contributions are comparable to that for other Board employee groups.

4.0 Salary Ranges

- 4.1 Under the Salary Administration Program an employee will normally begin at the 'Start Rate' appropriate for the position. The employee's increment progression to 'Maximum Rate' for the position will be dependent upon performance.
- 4.2 The 'Start Rate' for all positions which are on a three year grid will normally be set at 90% of the determined 'Job Rate'.
- 4.3 The 'Maximum Rate' for a position will be equal to the 'Job Rate'.
- 4.4 A satisfactory employee will achieve the 'Maximum Rate' for his/her position.
- 4.5 Progression from the 'Start Rate' to the 'Maximum Rate' will normally occur over a three-year period.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

78-10-23

82-09-13

91-01-28

93-04-13

2006-08-08

2012-10-10

2016-05-10

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Governance and Policy Committee

DATE: February 1, 2023

SUBJECT: People and Culture: Rescission of Policies
and Regulations

PAGE: 1 of 6

ORIGIN: Heather Mundy, Superintendent of People and Culture
Patrick Cotter, General Counsel
Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to recommend the rescission of selected policies and regulations that fall under the People and Culture department.

2.0 Ignite Learning Strategic Priority/Operational Goals

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

- Ensuring all human resource related policies, procedures and regulations are up to date, relevant, and accurately aligned to appropriate legislation, collective agreements, employment contracts and existing Durham District School Board (DDSB) policies supports system leaders in operational implementation.

3.0 Background

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.

It is important to accurately maintain current policies to support Board governance and system operations. Consistent with this objective and in furtherance of the Board's direction to phase out regulations, the People and Culture department has undertaken a review of policies and regulations that fall under its area of responsibility.

4.0 Analysis

The table below outlines the policies and regulations recommended to be rescinded including staff's rationale in bringing forward the recommendation. These policies and regulations are attached at Appendix A and each of the policies and regulations referenced in the table below are hyperlinked.

Table 1 – Listing of People and Culture Policies and Regulations Recommended for Rescission

Title	Created	Type	Rationale for Rescission
Positions of Responsibility – Appointment and Evaluation	1978-06-25	Regulation	<p>The regulation was created in 1978 and was last reviewed in 2012. It speaks to the length of staff appointments to certain roles and provides a mechanism for the board to trigger a staff appraisal.</p> <p>Such matters are covered by contract or in the Principals and Vice-Principals terms and conditions (OPC Durham Terms and Conditions).</p> <p>Similarly, staff appraisals and evaluations are addressed in Contracts, Terms and Conditions, Collective Agreements and Labour Law and are operational in nature.</p>
Staff Complement	1970-11-16	Policy	<p>The policy was developed in 1970 and was last reviewed in 2012. The policy speaks to Board approval of staffing numbers. Such matters are covered by class size limits under the Education Act and other Ministry Regulations as well as the provisions of various Collective Agreements and are operational in nature.</p>

Title	Created	Type	Rationale for Rescission
<u>Domestic Violence</u>	2011-01-17	Regulation	This regulation was developed in 2011 and has never been reviewed. It addresses requirements regarding domestic violence as stipulated under OHSA. These matters are addressed under an existing procedure - the Workplace Violence Management Program Procedure
<u>Employee Assistance for the Management of Alcohol and Drug Problems</u>	1976-01-26	Policy	This policy was developed in 1976 and was last reviewed in 2014. The policy speaks to alcohol and drug use by employees. The policy is outdated in language and approach and addresses matters that are operational in nature and handled by staff within the Ability Management group on a case-by-case basis.
<u>Procedure for the Effective Management of Employee Alcohol and Drug Problems – Teaching Employees</u>	1976-01-26	Regulation	Same as above.
<u>Employees Seeking Public Office</u>	2005-01-19	Policy	This policy was developed in 2005 and was last reviewed in 2016. It addresses leave requests by employees. Such matters are governed by contract, collective agreements and terms and conditions.
<u>Physical and Verbal Abuse of Board Employees</u>	1982-05-25	Policy	The policy was developed in 1982 and was last reviewed in 2014. It addresses alleged abuse of staff. Such matters are addressed in the Board's newly adopted Safe and Respectful Workplace and Harassment Prevention Policy.

Title	Created	Type	Rationale for Rescission
Physical and Verbal Abuse of Board Employees	1982-05-25	Regulation	Same as Above
Staff Appeals	1982-05-25	Policy	The policy was developed in 1982 and last reviewed in 2013. It covers operational matters. Employee rights to challenge workplace circumstances are addressed in collective agreements, terms and conditions and employment contracts or in specific policies such as the Safe and Respectful Workplace and Harassment Prevention Policy and the Human Rights, Anti-Discrimination and Anti-Racism Policy.
Staff Appeals	1982-05-25	Regulation	Same as Above
Teacher Exchanges	1983-01-24	Policy	The policy was developed in 1983 and last reviewed in 2011. The leave process and terms are governed by collective agreements.
Teacher Exchanges	1983-01-24	Regulation	The regulation was developed in 1983 and last reviewed in 2016. The rationale is same as above.
Employment Equity	1983-01-24	Policy	The policy was developed in 1983 and last reviewed in 2006. It addresses employment equity as to gender. This matter is now subsumed in the Equitable Recruitment Policy and Employment Pay Equity Plans.
Employment Equity	1983-01-24	Regulation	Same as Above

Title	Created	Type	Rationale for Rescission
Non-Affiliated Staff Compensation	1970-11-16	Policy	This Policy was developed in 1970 and was last reviewed in 2016. It addresses compensation issues for staff not within a union. Such matters are operational and are covered by contract/MPA Terms and Conditions and applicable wage restraint legislation,

5.0 **Financial Implications**

Not applicable.

6.0 **Evidence of impact**

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

7.0 **Communication Plan**

Communication regarding the removal of rescinded policies and regulations will be provided to system leaders as applicable to their role. The website listing of policies, procedures and regulations will be updated.

8.0 **Conclusion and/or Recommendations**

It is recommended that the Governance and Policy Committee recommend to the Board of Trustees that the policies and regulations in Appendix A be rescinded.

9.0 **Appendices**

Appendix A – Policies and Regulations referenced in Table 1 that are recommended for rescission

Report reviewed and submitted by:



Heather Mundy, Superintendent of People and Culture



Patrick Cotter, General Counsel



Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

REGULATION

CORPORATE SERVICES

Positions of Responsibility- Appointment and Evaluation

1.0 Conditions of Appointment

That conditions of appointment to positions of responsibility be:

- (a) New appointments as Supervisory Officers shall be for a term of 5 years in a contract form approved by the Board.
- (b) New appointments to positions as Principal, Vice-Principal, or Department Head shall be permanent unless modified through the appraisal process.
- (c) Appointments to positions of Facilitator shall be on secondment for a term of up to five years.

AND THAT

2.0 Appraisal

- 2.1 At the request of a majority of Trustees, the Director, or an Administrative Staff member, a particular evaluation may be initiated at any time. Such evaluations shall be the subject of a report to the Employee Relations Committee of the Board.

Appendix:

None

Effective Date

78-06-26

Amended/Reviewed

2006-08-08

2012-06-29

CORPORATE SERVICES

Staff Complement

- 1.0 The total staff complement in all functions, Academic, Business and Facilities Services shall be established from time to time by the Board.
- 1.1 Within the staff complement approved by the Board, the Director or designate shall have authority to deploy all personnel in the system.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

82-11-09

2006-08-08

2012-02-06

2012-10-15

REGULATION

HUMAN RESOURCES SERVICES

Domestic Violence

1.0 Domestic Violence in the Workplace

A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that worker or co-workers at work. In these situations, domestic violence is considered workplace violence.

2.0 Duty of the Employer

Under the [Occupational Health and Safety Act](#), an employer must take every precaution reasonable in the circumstances for the protection of workers when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose a worker or co-workers to physical injury.

Personal safety is the shared responsibility of the Durham District School Board and all of its employees. When an employee's safety is threatened as a result of domestic violence, the employer and supervisor will assist the employee and take any reasonable precaution for the protection of that employee while the employee is at work.

3.0 Duty of Employees

Measures and procedures in the workplace violence prevention program can help protect an employee and co-workers from domestic violence in the workplace. It is the responsibility of an employee to report concerns to their immediate supervisor if they fear domestic violence may enter the workplace.

Co-workers are also encouraged to report, in confidence, to their immediate supervisor concerns or indicators that an employee is experiencing any form of domestic violence.

The Durham District School Board will take active measures to help protect the safety of employees who request assistance and will keep requests for assistance confidential.

4.0 Information and Instruction

The Durham District School Board will provide information and instruction for all employees about the issue of domestic violence, signs of domestic violence, impact on individuals and families, confidentiality, individualized response, safety plans and the supports available within the Board and the community.

5.0 Responding to Victim-Survivors of Domestic Violence

When an employee discloses that she or he is a victim-survivor of domestic violence or if a supervisor observes indicators of domestic violence, it is recommended that the supervisor convey the messages:

- the supervisor is concerned for the person and will support the person;
- the victim-survivor is not alone and is not to blame;
- there is help available – see Appendix B;
- information that is shared will be kept confidential and provided to others on a 'need to know' basis; and,
- the supervisor will offer to work with the employee to create a Workplace Safety Plan. In the case where an employee refuses to co-create a Workplace Safety Plan with a supervisor then the supervisor will contact the appropriate Manager or Supervisory Officer regarding the provision of workplace precautions for the protection of all employees. The Manager or Supervisory Officer will contact the union president for that employee, if applicable.

6.0 Workplace Safety Plan – See Appendix A

A workplace safety plan:

- identifies actions to increase worker safety;
- is prepared in advance based on the possibility of violence;
- needs to be created with the affected employee who knows the abuser's patterns of behaviour, the higher-risk times, and the resources available;
- suggests actions that the worker and employer can take, including police involvement; and,
- can be reviewed and revised as needed to respond to changes.

A workplace safety plan may include:

- at least one emergency contact if the employer is unable to reach the worker;
- increased security measures for the victim-survivor while at work or travelling to and from work;
- record-keeping options for possible police evidence (e.g. threatening voice mails or emails);
- alternative work arrangements to adjust the worker's schedule or location in order to increase the worker's safety;
- creating an emergency plan with procedures for calling the police when required;
- referring the employee to appropriate internal and external resources and organizations – see Appendix B;
- developing a procedure to inform co-workers of the potential for domestic violence in the workplace;
- upholding all known court orders that bar any individual(s) from a worksite;
- discussion of personal leave options.

Where the employee identifies a concern about domestic violence when the spouse is a Durham District School Board employee, the supervisor will notify the Superintendents of Employee Relations and Operations about the situation. If necessary a change in workplace location will be reviewed by the Superintendent of Employee Relations in coordination with the Superintendent of Operations.

Appendix:

Appendix A – Domestic Violence – Workplace Safety Plan

Appendix B – Durham Region Contacts for Domestic Violence

Appendix C – Signs of Domestic Violence in the Workplace

Effective Date

2011-01-17

Amended/Reviewed

APPENDIX A: DOMESTIC VIOLENCE - WORKPLACE SAFETY PLAN

Name of Employee: _____

Supervisor: _____

Date: _____

Part 1 – Questions about Immediate Need:

How great is your risk today?

What are your needs right now?

Have you left the home?

Are your children safe? Which school do they attend?

Have you contacted the police? Do you need to speak with a police officer today?

Is there a restraining order against the abuser?

Part 2 – Questions about Workplace Precautions:

Who is the abuser? (Name, description and photograph)

Has the abuser contacted you at work? What is the likelihood that the abuser will show up at the workplace?
Is there a risk to co-workers?

If he/she arrives at work looking for you - do you want 911 called?

Do you want phone calls or emails screened and saved?

Arrival and departure from work - how can we help you get into and out of the building safely? (review safety of parking arrangements)

Who else at work can be advised about the plan and who to watch for?

Part 3 – Supervisor Checklist for Workplace Safety Plan

- ☐ ☐ ☐ Contact Area Superintendent or Manager
- ☐ Contact Superintendent of Employee Relations
- ☐ Contact school, if applicable, where employee's children attend
- ☐ Superintendent of Employee Relations contacts union president, if applicable
- ☐ Provide employee with Durham Region contact list – Appendix B
- ☐ Arrival and departure plan - may include:
 - Establish set arrival and departure times
 - Arrangements to provide escorts to and from the parking lot
 - Car-pool arrangements with other employees
 - Change of parking assignment to a reserved spot close to entrance
- ☐ Screening of phone calls or emails
 - Contact Information and Technical Services to block email from abuser
 - Inform office staff to request identity of callers
 - When a Workplace Safety Plan has been invoked, avoid using students to answer phones
 - Develop response protocol for unwanted calls
- ☐ Record-keeping
 - Retain copies of threatening emails sent to workplace
 - Make recordings of voicemail
 - Supervisor keeps restraining orders on file
- ☐ Emergency Security Protocol – if abuser attends workplace:
 - Call 911
 - Supervisor or designate informs victim-survivor
 - Move victim-survivor to safe location in building until police arrive
- ☐ Alternative Work Arrangements – (consult with Manager or Superintendent of Operations first):
 - Adjust shift start time and/or finish time
 - Change location of workplace – temporary or permanent
- ☐ Ongoing Employee Responsibilities
 - Keep supervisor informed of any changes to level of risk or changes of circumstance

This Workplace Safety Plan has been created by:

Employee	_____	_____
	Print Name	Signature
Supervisor	_____	_____
	Print Name	Signature

APPENDIX B: Durham Region Contacts for Domestic Violence

Police and Victim Services:	
Emergency Services	911
Durham Regional Police Service	905 579 1520/ 1 888 579 1520
DRPS Victim Services Unit	905 579 1520/ 1 888 579 1520 ext 5616
Victim Services of Durham Region	905 579 1520 ext 1848
Emergency Housing:	
1. Bethesda House (24 hrs)	905 623 6050/ 1 800 338 3397
2. Herizon House	905 426 1064/1 866 437 4066
3. Denise House (24 hrs)	905 728 7311/1 800 263 3725
Counselling Services:	
Catholic Family Services	Ajax 905 428 1984 Oshawa 905 725 3513
Domestic Violence & Sexual Assault	905 571 3344 ext 105
Durham Family Counselling	1 866 840 6697
Durham Mental Health Crisis Service	905 666 0831 After hours 905 666 0483
Oshawa Community Health Centre	905 723 0036
Employee Assistance Program	1 800 387 4765
24 Hour Crisis Numbers:	
Distress Centre	1 800 452 0688
Rape Crisis Centre	905 668 9200
Kid's Help Line	1 800 668 6868
Assaulted Women's Help Line	1 866 863 9511
Legal Services:	
Family Law Information Centre	905 427 7849
Durham Family Court Clinic	905 436 6754
Ontario Family Court	905 430 4900
Luke's Place	905 728 0978
Other Services:	
Women's Multicultural Resource and Care Centre	905 427 7849
Victim Crisis Assistance & Referral Service (VCARS)	905 579 1520 ext. 1846
Neighbours, Friends & Families Campaign	www.neighboursfriendsandfamily.com
DRIVEN (Durham Region Intimate-Relationship Violence Empowerment Network)	1 877 SAFE 905 (723 3905) 905 432 SAFE (432 7233)

APPENDIX C: Signs of Domestic Violence in the Workplace

The victim may:

- try to cover bruises;
- be sad, lonely, withdrawn, and afraid;
- have trouble concentrating on a task;
- apologize for the abuser's behaviour;
- be nervous when the abuser is in the workplace;
- make last-minute excuses or cancellations;
- use drugs or alcohol to cope; or
- miss work frequently or more often than usual.

The abuser may interfere with the victim while at work by:

- repeatedly phoning or emailing the victim;
- stalking and/or watching the victim;
- showing up at the workplace and pestering co-workers with questions about the victim;
- displaying jealous and controlling behaviours;
- lying to co-workers;
- threatening co-workers;
- verbally abusing the victim or co-workers;
- destroying the victim's or the organization's property; or
- physically harming the victim and/or co-workers.

The abuser may attempt to prevent the victim from getting to work by:

- interfering with transportation by hiding or stealing the victim's car keys or transportation money;
- hiding or stealing the victim's identification cards;
- threatening deportation in a situation where the victim was sponsored;
- failing to show up to care for children; or
- physically restraining the victim.

HUMAN RESOURCES SERVICES**Employee Assistance for the Management of Alcohol and Drug Problems****1.0 Preamble**

- 1.1 The Board of Education recognizes that excessive or inappropriate use of alcohol or other drug can result in physical and/or mental illness. Such misuse of alcohol or other drug is generally accompanied by a variety of other problems adversely affecting the individual's well-being with regard to his/her family, financial affairs, employment and social life.

2.0 Purpose

- 2.1 Treatment of these cases can be successful, and this policy is prepared for the following purposes:
- (a) To provide Board personnel with an education program aimed at the prevention of dependence on alcohol or other drugs.
 - (b) To facilitate early recognition of, and supportive treatment for, any employee of the Board who may be suffering from this disability.

3.0 Voluntary Referral

- 3.1 Any employee of the Board who feels that he (or she) may have an alcohol or other drug problem is encouraged to make an appointment with the Manager of Employee Services with a view to obtaining a diagnosis and, if necessary, referral to a treatment service and follow-up as indicated.

4.0 Mandatory Referral

- 4.1 Any employee of the Board whose unsatisfactory performance of his/her duties may be attributable to the repeated misuse of alcohol or other drug will be required by his/her supervisor to report to the Manager of Employee Services to obtain a diagnosis.
- 4.2 In the case of a mandatory referral where performance of duty has been impaired by continued or repeated misuse of alcohol or other drug, acceptance by the employee of the diagnosis, and adherence to the prescribed treatment program, and improvement in job performance to an acceptable level, will be considered a condition of continued employment with the Board.

5.0 Training and Treatment

- 5.1 The Board will provide training for supervisors in the recognition of signs which may indicate developing dependence on alcohol or other drugs and in the interviewing and referring procedure for such employees. The Board (through the Manager of Employee Services) will arrange with treatment agencies and other resources in the community for the provision of adequate treatment and support.
- 5.2 Whether the referral to the Employee Services Department is voluntary or mandatory, the employee will receive the same consideration and benefits as are provided by the Board for employees affected by any other illness.

Appendix:

None

Effective Date

76-01-26

Amended/Reviewed

2006-08-08

2014-07-29

REGULATION

HUMAN RESOURCES SERVICES

Procedure for the Effective Management of Employee Alcohol and Drug Problems - Teaching Employees

- 1.0 Whether the referral to the Manager of Employee Services is voluntary or mandatory, the employee will receive the same consideration and benefits as are provided by the Board for employees affected by other illness.
- 1.1 When job performance, attendance or conduct of a teacher is unsatisfactory, the Principal will:
- (a) Confront the teacher with documented work evidence of the problem.
 - (b) Advise the teacher that improvement is expected, suggest that if there is some personal problem, help can be obtained through the Manager of Employee Services, and encourage the teacher to take advantage of this service. These services will consist of a diagnostic and counselling consultation by recognized professional personnel such as provided by Addiction Research Foundation, Pinewood Clinic or medical specialist.
 - (c) Require the teacher to inform the Principal within one week as to what action the teacher is taking to solve the problem.
 - (d) Document the interview with copies to the Superintendent of Education, teacher and Manager of Employee Services. Remind the teacher, in this letter, that it is the teacher's privilege to consult with his Federation if the teacher desires.
 - (e) Continue to document work performance.
 - (f) It is the responsibility of the principal to inform the respective Provincial Federation that the teacher's employment is in jeopardy.
- 1.2 If subsequent job performance, attendance or conduct is unsatisfactory, the Principal will:
- (a) Consult with the Superintendent of Education/Area concerning overall impressions of the situation and discuss appropriate action.
 - (b) Confront the teacher, review the teacher's work record and inform the teacher that the Superintendent of Education/Area has been contacted in relation to unsatisfactory job performance.
 - (c) The course of action to be taken at this point will have been decided when step 2(a) was taken. This may involve:
 - (i) continuance of a program already instituted;
 - (ii) the requirement of the teacher accepting referral to recognized professional personnel.
 - (d) Advise the teacher of consequence of non-compliance, i.e., termination of employment.
 - (e) Document the interview with copies to the Superintendent of Education/Area, the teacher and Manager of Employee Services. Remind the teacher again, in this letter, that it is the teacher's privilege to consult with Federation if the teacher so desires.

1.3

(a) Assuming dependency is diagnosed and treatment has followed, the Principal will discuss with the teacher on a regular basis (monthly) the teacher's progress, performance and conduct in the school situation, at which time the progress reports from the treatment facility will also be reviewed.

(b) Document these interviews with copies as above.

1.4

If a teacher voluntarily seeks help for a problem of this type from the Principal, the latter should contact the Manager of Employee Services who will make arrangements for treatment. The teacher affected will not be required to discuss this matter with any other staff member except the Principal.

1.5

If a teacher voluntarily seeks help for a problem of this type but does not want to approach it through his Principal, the teacher may contact the Manager of Employee Services directly for confidential advice and information.

1.6

If the problem is affecting a Principal's job performance, this policy applies by substituting the words Principal for teacher and Superintendent of Education/Area for Principal.

2.0 Termination

2.1

When job performance, attendance or conduct continues to be unsatisfactory, the principal will recommend suspension and ultimately termination. These recommendations will be forwarded to the Superintendent of Education/Area with copies to the teacher, and the Manager of Employee Services.

2.2

It is the duty of the Principal to inform the teacher of the teacher's right to a Board of Reference as stated in the Education Act.

NOTE:

(a)

This procedure has been written specifically for a Principal dealing with a teacher or a Superintendent of Education/Area dealing with a Principal. In the case of a Principal dealing with an educational services employee a slightly different procedure has been outlined.

(b)

Employees shall be notified that treatment for an alcohol or drug problem shall be considered as illness, and all benefits under the SICK LEAVE and DISABILITY PENSION Regulations will apply.

2.3

When job performance, attendance or conduct of an employee is unsatisfactory, the appropriate supervisor will:

(a) Advise his/her superior, then:

(b) Confront the employee with documented work evidence of the problem.

(c) Advise the employee that improvement is expected, suggest that if there is some personal problem, help can be obtained from the Superintendent of Education/Employee Services, and encourage him/her to take advantage of these services.*

(d) Continue to document work performance until the problem has been corrected.

(e) Document the interview if felt desirable, with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.4

On the next occasion, when job performance, attendance or conduct is unsatisfactory, the appropriate supervisor will:

- (a) Advise his/her superior.
- (b) Confront the employee and review with him/her the unsatisfactory work record.
- (c)
 - (i) Insist that the employee perform his/her work satisfactorily.
 - (ii) Advise employee of consequence of non-compliance, i.e., suspension and if no improvement then termination of employment.
- (d) Require the employee to inform him/her, within one week, as to what action he/she is taking to solve the problem.
- (e) Document the interview with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.
- (f) Review and evaluate on a continuing basis (suggest one month).

2.5 If no improvement is noted following review 2. (f), the appropriate supervisor will:

- (a) Advise his/her superior.
- (b) Confront the employee, review his/her work record; inform him/her that the job performance is unsatisfactory; and insist that he/she must accept help or be terminated.
- (c) Assuming he/she chooses help, instruct him/her that the Manager of Employee Services will be contacted to enter him/her into a program of help.
- (d) Document the interview with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.6

- (a) Assuming dependency is diagnosed and treatment has followed, the appropriate supervisor will discuss with the employee on a regular basis (monthly) his/her progress, performance and conduct in the work situation, at which time the progress reports from the treatment facility will also be reviewed.
- (b) Document these interviews with copies to his/her superior, the employee, the Union if applicable, and the Personnel File.

2.7 If an employee voluntarily seeks help for a problem of this type from you, the supervisor, you should contact the Manager of Employee Services, who will make arrangements for treatment. The employee affected will not be required to discuss this matter with any other staff member except you.

2.8 If an employee voluntarily seeks help for a problem of this type, but does not want to approach it through his supervisor, he may contact the Manager of Employee Services directly for confidential advice and information or the Union.

3.0 Termination

3.1 When job performance, attendance or conduct continues to be unsatisfactory, the employee will be terminated.

NOTE:

Employees shall be notified that treatment for an alcohol or drug problem shall be considered as illness and all benefits under the SICK LEAVE and DISABILITY PENSION Regulations will apply.

*The services through the Superintendent of Education/Employee Services include diagnostic and counselling consultation by recognized professional personnel, such as Pinewood Clinic, medical specialists, Addiction Research Foundation and Family Counselling.

Appendix:

None

Effective Date

76-01-26

Amended/Reviewed

2006-08-08

2014-07-29

CORPORATE SERVICES

Employees Seeking Public Office

- 1.0 The Durham District School Board encourages its employees to seek and hold public office.
- 1.1 Employees seeking public office may be granted or asked to take unpaid leaves of absence at the discretion of the Director of Education in consultation with the appropriate Superintendent and the Superintendent of Operations.

Appendix:

None

Effective Date

2005-01-19

Amended/Reviewed

2006-08-08

2010-10-04

2016-07-04

HUMAN RESOURCES SERVICES

Physical and Verbal Abuse of Board Employees

- 1.0 In cases of alleged abuse of staff by any person which results in charges being laid, staff will be given as much assistance and support as is required and appropriate to the circumstances of the case and is within the legal authority of the Board.
- 1.1 Information in respect to any such incident received by Trustees or Staff should be reported as soon as possible to the Director of Education or his/her designate.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2014-07-29

REGULATION

HUMAN RESOURCES SERVICES

Physical and Verbal Abuse of Board Employees

- 1.0 All such cases should be reported immediately to the Superintendent of Education/Employee Services in cases involving non-teaching personnel. The report should include all pertinent information describing the incident(s) and any action taken in respect to reporting the matter to the Police.
- 1.1 The Superintendent of Education/Employee Services will decide, on review of the above reports and any other available information whether or not legal counsel is advisable and is to be supplied. The details of the incident will be discussed with the Board's Solicitor if advice is required.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2014-07-29

HUMAN RESOURCES SERVICES

Staff Appeals

1.0 Any employee may initiate an appeal over any issue not governed by the provisions of a Collective Agreement.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2013-09-26

REGULATION

HUMAN RESOURCES SERVICES

Staff Appeals

- 1.0 Employees shall notify their immediate superiors* of the problem, and seek to resolve the matter.
 - 1.1 If the problem remains unresolved, the employee may initiate an appeal in writing to the Secretary of the Board within a reasonable time following notification to superiors.
 - 1.2 The Director or designate shall inquire into the facts surrounding the problem and resolve the issue or prepare a written report for the Employee Relations Committee with a copy to the employee.
 - 1.3 The employee shall be entitled to Federation, Union or Association representation at the meeting of the Employee Relations Committee when the appeal is heard.
 - 1.4 The Employee Relations Committee shall deny or grant an appeal and may make recommendations to the Board.

*For academic employees, this is deemed to be Principal and Superintendent of Education/Area.

Appendix:

None

Effective Date

82-05-25

Amended/Reviewed

2006-08-08

2013-09-26

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Teacher Exchanges

- 1.0 The Durham District School Board encourages the participation of staff in exchanges within the Province, to other Provinces, Countries and on assignment to The Department of National Defence.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

91-05-13

2006-08-08

2010-10-04

2011-01-21

REGULATION

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Teacher Exchanges

- 1.0 Requests will be received by the Manager of Employee Services with a copy to the Superintendent of Education/Operations in accordance with Ministry of Education deadlines.
 - 1.1 To be eligible to apply, teachers must be on a permanent contract.
 - 1.2 An exchange will normally be approved for up to a maximum of three years.
 - 1.3 Such exchanges or assignments shall be reported annually to the Board by the Director.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

91-05-13

2006-08-08

2012-03-01

2016-07-04

PERSONNEL**Employment Equity**

- 1.0 The Durham District School Board and its employees shall demonstrate commitment to achieving the Ministry of Education's Employment Equity mandate. This will be accomplished through the development and implementation of Employment Equity strategies and programmes, which eliminate barriers and provide an equal opportunity environment in which female employees can reach their full potential.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

92-03-09

2006-08-08

REGULATION

PERSONNEL

Employment Equity

1.0 The Durham Board of Education Shall:

- (a) form an Employment Equity Committee comprised of a minimum of two Trustees, the Director of Education (or Designate), a representative of each Principals' Association, a representative of each Federation, a community representative, a representative from the guidance staff, a representative from the consultant group, representation from the Custodial/Maintenance Management staff, a representative from CUPE Office/Clerical/Technical, a representative from CUPE Custodial/Maintenance, a representative from CUPE Educational Assistants, and a Non-affiliate representative;
- (b) develop and implement a program of in-service and staff development that includes strategies to increase the representation of women in positions of added responsibility for both teaching and educational services staff in accordance with the mandate established by the Ministry of Education outlined in Program Policy Memorandum 111;
- (c) provide in-service and training for female staff regarding non-traditional roles to increase awareness and move towards the objectives set by the Ministry of Education for the year 2000;
- (d) ensure staff knowledge of and commitment to The Sexual Harassment Policy, and The Inclusionary Language Guidelines and Standard Procedure For Written Correspondence;
- (e) ensure that the Hiring/Promotion Procedures encourage female staff, at all levels, to seek positions of added responsibility;
- (f) provide annual budget proposals to facilitate the attainment of the goals of Employment Equity;
- (g) receive a report from the Director of Education by June 30th of each year, outlining the progress towards implementation of the Employment Equity Plan.

Appendix:

None

Effective Date

83-01-24

Amended/Reviewed

84-05-28

92-03-09

2006-08-08

HUMAN RESOURCES SERVICES**Non-Affiliated Staff Compensation****1.0 Coverage**

- 1.1 This policy applies to non-affiliated staff in the following groups:
- Administrative (excludes Supervisory Officers and Director of Education)
 - Administrative Secretarial
 - Attendance Counsellors
 - Psychological Services
 - Social Workers
 - Speech Pathology Services

2.0 Broad Policy Statements

- 2.1 The salaries for positions occupied by Non-Affiliated Staff will be based on a fair comparison with negotiated settlements reached between the Durham District School Board and local C.U.P.E. Unions.
- 2.2 Internal equity will be maintained regarding the salaries paid to Non-Affiliated Staff with consideration to relative job size, the employee's time in the job and individual performance.
- 2.3 The Board's policy is to pay competitive salaries which will ensure its ability to attract, retain, and reward employees of a high calibre.
- 2.4 Non-Affiliated Staff benefit program coverages and Board contributions thereto will be based on a fair comparison with the programs in effect for the Board's affiliated and unionized employee groups.

3.0 Specific Policy Statements

- 3.1 Non-Affiliated Staff job rates will be annually reviewed and adjusted as of July 1st by a percentage increase which reflects an average of the settlements reached with the Durham District School Board and local C.U.P.E. Unions during the same year. Bi-annual external comparisons will be undertaken by staff for certain benchmark positions to ensure that our salary ranges remain competitive with the external market.
- 3.2 Non-Affiliated Staff benefit programs, and Board contributions thereto, will be reviewed annually as of March 1st to ensure that available coverages and the value of Board contributions are comparable to that for other Board employee groups.

4.0 Salary Ranges

- 4.1 Under the Salary Administration Program an employee will normally begin at the 'Start Rate' appropriate for the position. The employee's increment progression to 'Maximum Rate' for the position will be dependent upon performance.
- 4.2 The 'Start Rate' for all positions which are on a three year grid will normally be set at 90% of the determined 'Job Rate'.
- 4.3 The 'Maximum Rate' for a position will be equal to the 'Job Rate'.
- 4.4 A satisfactory employee will achieve the 'Maximum Rate' for his/her position.
- 4.5 Progression from the 'Start Rate' to the 'Maximum Rate' will normally occur over a three-year period.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

78-10-23

82-09-13

91-01-28

93-04-13

2006-08-08

2012-10-10

2016-05-10

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Durham District School Board	DATE: March 20, 2023
SUBJECT: Inclusive Student Services - Rescission of Policy	PAGE: 1 of 2
ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board Andrea McAuley, Superintendent of Equitable Education, Inclusive Student Services Patrick Cotter, General Counsel Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations	

1.0 Purpose

The purpose of this report is to bring forward the recommendation of the Governance and Policy Committee to rescind the School Attendance Officer Policy.

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.*

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

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.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Staff undertook a review of the School Attendance Officer Policy, included as Appendix A, and recommended to the Governance and Policy Committee that the policy be rescinded.

At the February 1, 2023 Governance and Policy Committee meeting, the Committee passed a resolution to recommend to the Board of Trustees that the School Attendance Officer Policy be rescinded. The detailed report as presented at the February 1, 2023 meeting is included as Appendix B.

4.0 Financial Implications

Not applicable.

5.0 Evidence of impact

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

6.0 Communication Plan

Once approved, the policy recommended for rescission will be removed from circulation on the DDSB website and staff will be informed as applicable.

7.0 Conclusion and/or Recommendations

That the Board of Trustees consider, rescinding the School Attendance Officer Policy.

8.0 Appendices

Appendix A – School Attendance Officer Policy

Appendix B – February 1, 2023 Report to Governance and Policy Committee

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Andrea McAuley, Superintendent of Equitable Education, Inclusive Student Services



Patrick Cotter, General Counsel



Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

SCHOOL OPERATIONS & EQUITABLE EDUCATION

School Attendance Officer

- 1.0 The Director is designated as School Attendance Officer for the purpose of administering the regulations regarding school attendance.

Appendix:

None

Effective Date

69-05-14

Amended/Reviewed

73-12-10

2006-04-07

2011-03-30

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Governance and Policy Committee **DATE:** February 1, 2023
SUBJECT: Inclusive Student Services: Rescission of Policy **PAGE:** 1 of 3
ORIGIN: Andrea McAuley, Superintendent of Equitable Education, Inclusive Student Services
Patrick Cotter, General Counsel
Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to recommend that the Governance and Policy Committee recommend to the Board of Trustees that the School Attendance Officer policy be rescinded.

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.*

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

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.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

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. It is important to accurately maintain current policies to support Board governance and system operations. Inclusive Student Services has undertaken a review of policies and regulations that fall under its area of responsibility and as part of that review has discovered that the School Attendance Officer policy is no longer required within the current context. This process is being undertaken in accordance with the March 2, 2020 Board resolution that confirmed the phase out of all DDSB regulations in support of good governance practices.

4.0 Analysis

The School Attendance Officer policy was originally adopted in 1969 and last updated in 2011. It is a one-line Policy that states:

The Director is designated as School Attendance Officer for the purpose of administering the regulations regarding school attendance.

The Education Act now calls for the appointment of “one or more attendance counsellors” (per: section 25(1)). The DDSB has filled this statutory role (by appointment of the Senior Manager and Clinical Lead for social work). The Ministry of Education reaches out to school districts on an annual basis to confirm the primary school attendance counsellor lead.

5.0 Financial Implications

Not applicable.

6.0 Evidence of impact

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

7.0 Communication Plan

Should the Board rescind the policy, communication will be provided to system leaders as applicable to their role. In addition, the website listing of policies, procedures, and regulations will be updated.

8.0 Conclusion and/or Recommendations

That the Governance and Policy Committee recommend to the Board of Trustees that the School Attendance Officer policy be rescinded.

9.0 Appendices

Appendix A – School Attendance Officer Policy

Report reviewed and submitted by:



Andrea McAuley, Superintendent of Inclusive Student Services



Patrick Cotter, General Counsel



Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

SCHOOL OPERATIONS & EQUITABLE EDUCATION

School Attendance Officer

- 1.0 The Director is designated as School Attendance Officer for the purpose of administering the regulations regarding school attendance.

Appendix:

None

Effective Date

69-05-14

Amended/Reviewed

73-12-10

2006-04-07

2011-03-30

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT****REPORT TO:** Durham District School Board**DATE:** March 20, 2023**SUBJECT:** School Year Calendars 2023-2024**PAGE:** 1 of 5

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
David Wright, Associate Director, Corporate Services
Jim Markovski, Associate Director, Equitable Education
Michael Bowman, System Lead, Equitable Education and School Operations

1.0 Purpose

The purpose of this report is to seek approval of the 2023-2024 School Year Calendars:

- Elementary Regular
- Secondary Regular
- Elementary Modified (C.E. Broughton Public School, Winchester Public School)
- Secondary Modified (Brock High School, Henry Street High School, Maxwell Heights Secondary School)

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

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 centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

Regulation 304 of the Education Act requires school boards to annually submit proposed school year calendars to the Ministry of Education for approval. The Durham District School Board (DDSB) has schools operating on one of four school calendars: Elementary Regular, Secondary Regular, Elementary Modified (C.E. Broughton Public School, Winchester Public School) and Secondary Modified (Brock High School, Henry Street High School, Maxwell Heights Secondary School).

For the 2023-2024 school year, the DDSB engaged in a thorough consultation process and has developed the aforementioned calendars for Ministry approval. The consultation process involved sharing the proposed calendars with stakeholder groups using an online survey tool:

- Individual schools (both in-person and virtual) made local decisions to share the appropriate calendar and consultation tool with their School Community Council, parents, and school staff;
- Leadership from all employee groups including CUPE, DSAA, DESA, ETFO, OSSTF, and MPA received the proposed calendars and online survey tool;
- The Durham Catholic District School Board (DCDSB) was also consulted in order to match calendars and PD days as closely as possible to optimize transportation costs;
- The DDSB Parent Involvement Committee (PIC), as well as the Special Education Advisory Committee (SEAC) were also consulted for their input.

Input from the online survey tool was used to ensure that all four proposed calendars best meet the needs and preferences of the respective stakeholder groups.

In accordance with Regulation 304, a regular school year is the period between September 1 and June 30. The school year shall include a minimum of 194 school days of which three days must be designated as professional development/activity (PA) days that are devoted to specific provincial education priorities. School boards may designate up to four days as board-designated PA days. The remaining school days shall be instructional days. A school board may designate up to 10 instructional days as examination days for secondary schools.

4.0 Analysis

Proposed 2023-2024 School Year Calendars (see Appendices A - D)

Elementary Regular

- PA Day prior to the Labour Day weekend Thursday, August 31, 2023
- Friday, September 1, 2023 is a Board Holiday
- Students begin classes on Tuesday, September 5, 2023
- PA Day on Friday, October 6, 2023
- PA Day Friday, November 17, 2023
- PA Day Friday, January 26, 2024
- Friday, March 8, 2024 is a Board Holiday
- PA Day Friday, April 19, 2024
- PA Day Friday, June 7, 2024
- PA day Friday, June 28, 2024

Elementary Modified

- Students begin classes on Tuesday, August 8, 2023
- PA Day prior to the Labour Day weekend Thursday, August 31, 2023
- Board Holiday prior to the Labour Day weekend Friday, September 1, 2023
- PA Day Friday, October 6, 2023
- PA Day Friday, November 17, 2023
- PA Day Friday, January 26, 2024
- PA Day Friday, April 19, 2024
- PA Day Friday, June 7, 2024
- PA Day Friday, June 28, 2024

Secondary Regular

- PA Day prior to the Labour Day weekend Thursday, August 31, 2023
- Friday, September 1, 2023 is a Board holiday
- Students begin classes on Tuesday, September 5, 2023
- PA Day Friday, October 6, 2023
- PA Day Friday, November 17, 2023
- PA Day Friday, February 16, 2024
- Friday, March 8, 2024 is a Board Holiday
- PA Day Friday, April 19, 2024
- Two PA Days Thursday, June 27 and Friday, June 28, 2024

Secondary Modified

- Students begin classes on Thursday, August 24, 2023
- PA Day Thursday, August 31, 2023
- Friday, September 1, 2023 is a Board Holiday
- PA Day Friday, October 6, 2023
- PA Day Friday, November 17, 2023
- PA Day Friday, February 16, 2024
- Friday, March 8, 2024 is a Board Holiday
- PA Day Friday, April 19, 2024
- Two PA Days Thursday, June 27 and Friday, June 28, 2024

The calendars are being proposed based on the draft 2023-2024 calendar that is provided on the Ministry of Education website as well as feedback staff received through consultation with stakeholders.

All proposed School Year Calendars for 2023-2024 meet the requirements of 187 instructional days, 4 school-designated PA Days, and 3 provincial priority days, for a total of 194 school days.

Placement of PA Days

Elementary Regular	Secondary Regular	Elementary Modified	Secondary Modified
Aug 31, 2023	Aug 31, 2023	Aug 31, 2023	Aug 31, 2023
Oct 6, 2023	Oct 6, 2023	Oct 6, 2023	Oct 6, 2023
Nov 17, 2023	Nov 17, 2023	Nov 17, 2023	Nov 17, 2023
Jan 26, 2024	Feb 16, 2024	Jan 26, 2024	Feb 16, 2024
Apr 19, 2024	Apr 19, 2024	Apr 19, 2024	Apr 19, 2024
Jun 7, 2024	Jun 27, 2024	Jun 7, 2024	Jun 27, 2024
Jun 28, 2024	Jun 28, 2024	Jun 28, 2024	Jun 28, 2024

Start of the Elementary Modified School Year

In keeping with past practice, the administration, staff, and School Community Council (SCC) of both C.E. Broughton Public School and Winchester Public School recommend that the modified school year start the week after the August holiday.

Placement of the Midterm Break for the Modified Secondary Calendar

There is support from the administration, staff, and School Community Council (SCC) of all three modified secondary schools (Brock High School, Henry Street High School and Maxwell Heights Secondary School) to place the midterm break from October 30, to November 3, 2023.

5.0 Financial Implications

The DDSB works in partnership with the DCDSB to align PA Days to minimize transportation costs where there are possible financial implications.

6.0 Evidence of impact

The school year calendar, developed through a comprehensive and collaborative process, will maximize the efficacy of the 2023-2024 school year for all stakeholders.

7.0 Communication Plan

Following Board approval, the 2023-2024 school year calendars are submitted electronically to the Ministry of Education through the Ontario School Year Calendar website. Upon approval by the Ministry, the calendars are disseminated to the schools and the system for use in planning and preparation.

8.0 Conclusion and/or Recommendations

It is recommended that the proposed 2023-2024 School Year Calendars be approved (Appendices A-D). The 2023-2024 School Year Calendars will then be forwarded to the Ministry of Education ensuring that the Durham District School Board is compliant with requirements outlined in Regulation 304.

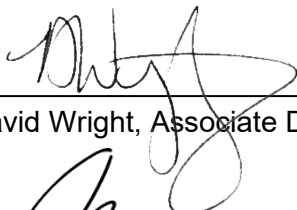
9.0 Appendices

- Appendix A: Proposed Regular School Year Calendar for elementary schools
- Appendix B: Proposed Regular School Year Calendar for secondary schools
- Appendix C: Proposed Modified School Year Calendar for C.E. Broughton Public School and Winchester Public School
- Appendix D: Proposed Modified School Year Calendar for Brock High School, Henry Street High School and Maxwell Heights Secondary School

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



David Wright, Associate Director, Corporate Services and Treasurer of the Board



Jim Markovski, Associate Director, Equitable Education

First Day of Classes – Tuesday, September 5, 2023

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** -- Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August	1	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
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September	0	19					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
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October	1	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
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November	1	21			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
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December	0	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
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April	1	20	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
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May	0	22			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
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June	2	18	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
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Total	7	187																									

First Day of Classes – Tuesday, September 5, 2023

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** -- Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week					
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
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December	0	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
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Total	7	187																										

First Day of Classes – Tuesday, August 8, 2023

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** -- Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week						
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
August	0	17		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
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September	0	19					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
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October	1	11	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					
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Total	7	187																											

First Day of Classes – Thursday August 24th, 2023

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** -- Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week					
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
August	1	5		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		
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October	1	18	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				
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November	1	18			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		
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December	0	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
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Total	7	187																										

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE
Thursday January 19, 2023 6:30 P.M.

An on-line meeting of the Special Education Advisory Committee was held on this date.

ROLL CALL:

Eva Kyriakides, Association for Bright Children (ABC) (SEAC Chair)
 sensaRAneb Burrell, Autism Ontario – Durham Chapter
 Tara Culley, Durham Down Syndrome Association
 Hanah Nguyen, Easter Seals Ontario
 Rowin Jarvis, Learning Disabilities Association of Durham Region
 Elizabeth Daniel, Member at Large
 Morgann Cameron, Member at Large
 Carissa Lewis, Sawubona Africentric Circle of Support
 Kathy Kedey, VOICE for Deaf and Hard of Hearing Children
 Vera Mercier, Early Years Consortium – Non-voting member

Trustees: Donna Edwards Debora Oldfield

Staff: Superintendent, Andrea McAuley
 System Lead, Conor Jinkinson

Recording Secretary: Lisa Wry

1. Call to Order:

SEAC Chair Eva Kyriakides called the meeting to order at 6:34 p.m.

2. Land Acknowledgement:

SEAC Chair Eva Kyriakides advised that 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.

3. DDSB Indigenous Rights & Human Rights

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

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

4. Welcome Guests: Camille Williams-Taylor - DDSB Director of Education, Anthony Phallan - Vice-Principal Pickering H.S. Shannon Robertson - Principal Westney Hts.

Regrets: Jenn McLaughlin

Absent: Vera Mercier

5. **Approval of Agenda:**

That the agenda for January 19, 2023 be approved:

MOTION BY: Kathy Kedey

SECONDED BY: Carissa Lewis

CARRIED

6. **Approval of the Minutes from December 15, 2022:**

That the minutes from December 15, 2022 be approved:

MOVED BY: Tara Culley

SECONDED BY: Elizabeth Daniel

CARRIED

7. **Director Welcome: Camille Williams-Taylor:**

Director Camille Williams-Taylor expressed that she was pleased to rejoin the Durham District School Board in role as Director of Education; past four years as Director of Education for the Ottawa Carleton District School Board. Camille shared attending to get a feel of not only the nature of the work but how SEAC works as a group. In addition, to understand the engagement and the spirit of the work, and appreciated the time made available for an introduction.

Staff Reports:

Special Education Plan

Ministry Requirements

In accordance with Regulation 306, each school Board is required, every two years, to publish a Special Education Plan outlining programs and services provided by the Board. The Special Education Plan is published on the District website and is submitted to the Ministry of Education. Requirements of the Special Education Plan are outlined in the document, [Ontario Ministry of Education Standard for School Boards' Special Education Plans \(2000\)](#).

Required Standards

Information required for inclusion in the Special Education Plan is defined by Standards including, but not limited to:

- The Board's General Model for Special Education
- Early Identification Procedures and Intervention Strategies
- Specialized Health Support Services in School Settings
- Categories and Definitions of Exceptionalities
- Special Education Advisory Committee

Consultation Process

The Special Education Advisory Committee (SEAC) provides important consultation to the board on special education programs and services.

This consultation is ongoing through opportunities such as monthly SEAC meetings including discussions specific to the Special Education Plan (Winter/Spring).

The Board of Trustees is provided with updates through reports including specific to the Special Education Plan (e.g., May) prior to approval being sought for the annual plan (June).

DDSB Special Education Plan

- The [Durham District School Board Special Education Plan](#) continues to undergo annual refinement. Consultation includes opportunities for the Special Education Advisory Committee to provide input into the design of programs and services reflected in the plan.
- The Special Education Plan is in alignment with the DDSB Accessibility Plan based on requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- The Special Education Plan continues to be revised annually exceeding current Ministry requirements.

Our commitment as a district is to center Indigenous rights, human rights and equity. This commitment, reflected in the Special Education Plan, is to examine and reconstruct services, to remove discriminatory barriers and address disproportionate experiences and outcomes. This includes professional learning commitments, examination of practices and resources as well as continuing to deepen consultation.

Student Program Foundations

The DDSB is committed to upholding students' right to:

- meaningfully access educational services without discrimination and to be treated with dignity and respect
- equitable educational experiences, opportunities and outcomes
- inclusive and accessible services, programs and environments.
- The DDSB is committed to fostering success and independence for each student by providing a range of pathways, programs, opportunities and services that are responsive to individual identities (including intersecting identities), strengths and needs.
- Students with special education strengths and needs are supported in inclusive environments that enable them to develop to their potential.

As a district we are actively working to uncover, name, challenge and disrupt biases, barriers, structures and discriminatory practices that impede the achievement and well-being of our learners, especially those who are discriminated against and disadvantaged in and by our current systems and structures. Our commitment is to continue to examine and reconstruct services to prevent and address barriers that contribute to disproportional experiences, opportunities and outcomes for students. Our commitment includes addressing ableism, intersectionality, stigma, negative attitudes, stereotypes and assumptions about, unique accessibility and other barriers (for example, attitudinal, physical, architectural, communications or technological barriers) for students with special education strengths and needs. This includes (and is not limited to) increasing awareness and understanding of the social model (versus medical and functional models) of disability and neurodiversity.

DDSB 2022-2023 Special Education Plan

Updates to the DDSB Special Education Plan for the 2022-2023 school year include the following:

- Meaningful interdepartmental and interdisciplinary collaboration that centers Indigenous Inherent Rights, human rights, and equity in our planning and facilitation of professional learning are critical foundations to upholding our responsibilities to our

students and community. Updates to information about informed consent and purpose for assessments to inform programming.

- Updates made to the DDSB Parent/Guardian Guide to Special Education IPRC including shift in language from 'case conference' to 'care conference' and amplified emphasis on the importance of ongoing parent/guardian voice in program and pathway planning.
- Updates made to the DDSB Transition Guide including updates to further centre student and family voice.
- Removal of documents specifically focused on remote learning and intersect with special education processes and tools (IEPs and IPRCs). Needed at the time when we were learning as a district specific to the periods of district-wide remote learning mandate (with provision of in-person learning for limited number of students requiring this support).

Inclusive. Student. Services.

Teams working to support students with special education strengths and programming needs include roles which are school based and roles which are based through the district team supporting school teams.

The Team: School-Based

While working in schools, you can seek connection & support with other school-based professionals including, not limited to:

- Administrators
- ASL Interpreters
- Custodial Team Members
- Developmental Support Workers
- Educational Assistants
- Intervenors
- Special Education Resource Teachers (SERTs)
- Special Education Class Teachers/Teachers

The Team: District ISS Team

While working in schools, you will meet individuals in the following Inclusive Student Services roles who are key supports to school teams, families and, most importantly, students:

- Children & Youth Support Workers
- Hearing Resource Teachers
- Instructional Facilitators/Consultants
- Psychological Services Staff
- Social Workers
- Speech-Language Pathologists
- Vision Resource Teachers

Student Program Foundations

- The majority of students with special education needs are placed in a regular classroom. For most students, a classroom teacher, with the support of the school's Special Education Resource Teacher (SERT/s) and board staff, is able to provide individualized programming to support student success.
- A regular classroom is always an option that parents or guardians may consider.

- A regular classroom allows the student to be with their peers, while receiving personalized programming that is outlined in the student's Individual Education Plan (IEP).
- The regular class is considered the most inclusive of placements.

Special Education Programs Accessed Through Placement

Further information is provided, as additional slides, specific to special education programs accessed through Identification, Placement and Review Committee (IPRC) decision for students with special education strengths & needs.

This information is key within the [Special Education Plan](#) and is also posted on the DDSB website: [Programs & Placements](#)

"As a district, we recognize the talents, gifts, and abilities of each student within our schools.

The intersectional identities that each student arrives with are to be celebrated and amplified as a means of validating the richness of their experiences and as a means of valuing and honoring their whole self."

- Addressing ableism – at all levels – varying grades – seems to be an idea of the minimum standard as opposed to the student meeting *their* potential.
- Often the entry into the school the medical perspective is given and can be the worst-case scenario and not the individual persons necessary reality.

Board: Trustee Deb Oldfield informed SEAC members that the Board of Trustees did not have a Board meeting in December; however, the Board of Trustees received information on the appointment of the new Director of Education for DDSB – Camille Williams-Taylor. Request for future Trustee presentation of SEAC minutes to the Board to be inclusive of key items to highlight identified by SEAC.

9. Open Discussion: Many Paths: Formally: Pathway to IPRC

History on this document is that there is a Ministry requirement that Boards have a public facing resource for the Pathway to IPRC, a process for students that have been formally identified. Connected resource: Parent/Guardian Guide to IPRC. We have changed to language from Pathway to IPRC, because there was a thought of a presumed destination with the process, instead of centring the student. With the help of SEAC a few years ago the document was revised, and the title changed to Pathways to Success. There is a core that needs to remain for legal and ministry requirement, but we do not think this document services our current practices and policies.

Members broke into small groups and worked through the *Supporting Many Pathways to Success* document for the purpose of providing consultation on revision.

The following suggestions were made:

- There are actions that come prior to currently identified Step 1 such as fostering relationship & trust with students and their parents/caregivers
- Communications and relationship building before assessing their child Parent collaboration
- Parent/caregiver often know the strengths and needs, somebody brings attention to additional supports
- Document is currently K-12; consider if differentiation for elementary and secondary may be needed
- Consent is possible from a student standpoint at an early age
- Perhaps alternate to wording of teacher "gathers" may be considered

January 19, 2023

- **Step 2** Collaboration with the family is missing and seems one directional school to parents/guardians rather than a collaborative conversation
- Important that draft program plans are shared with family before finalizing
- **Step 3** acknowledge the parent/guardian input
- **Step 4** is for educators to reach out to service professionals to confirm scope of service

Superintendent Andrea McAuley also shared some of the reflections of the Leadership team of Inclusive Student Services.

- Choice and voice
- Trust building and relationship building
- Active responsiveness
- When are Special Education and Mental Health separate and when are they interconnected.

Follow-up Plan

- Plan to review again but include the parent facing document as well.
- Consideration of the use of the term *Special Education* thoughts about Accessible Learning.
- Continue to advocate to the provincial government to update documents from a human rights and equity perspective.

10. **Open Discussion: SEAC Handbook:**

- Move to February

11. **Business Arising from the Minutes:**

- SEAC Survey timing - April would be preferred

12. **Association Reports & Committee Reports:**

- None

13. **Correspondence:**

- Summer Therapeutic Recreation Report

14. **Community Concerns:**

- Cancelling of buses is a concern perhaps review if it needs to be both morning and afternoon.
 - Perhaps more transparency for the decisions.
 - Accessible bussing is a concern.
- Decision making about continuing in the gifted program in high school.
 - Student with gifted accommodations and not in the gifted program, students may not be invited to the same outside invitations as those in the direct program

15. **Celebrations and Success:**

- Struggle to get the word out about our associations; however, with this virtual world we are celebrating that we are able to tap into things in the broader/global community to assist students and families.

16. **Next S.E.A.C. meeting – Thursday February 16, 2023.**

17. **Adjournment:**

That the meeting does now adjourn at 8:25 p.m. Adjournment called by SEAC Chair Eva Kyriakides

MOVED BY: Tara Culley

SECONDED BY: Donna Edwards

CARRIED

Report respectfully submitted by:

Eva Kyriakides, SEAC Chair

Table 1- Action Plan

ACTIVITY	RESPONSIBILITY	COMPLETION
Review the SEAC Handbook	Members of SEAC	February 16, 2023



Dates of Significance

March-April 2023

March

March 20	Spring Equinox
March 20	Eostre
March 21	Shunki-Sorei-Sai
March 21	Nowruz
March 21	World Down Syndrome Day
March 21	United Nations International Day for the Elimination of Racial Discrimination
March 22	Ramadan Begins
March 23	Atheist Day
March 25	Earth Hour
March 26	Epilepsy Awareness Day
March 26	Purple Day for Epilepsy
March 31	International Transgender Day of Visibility

April

April	Sikh Heritage Month /
April	World Autism Month /
April	Genocide Awareness Month
April 2	World Autism Day
April 2	Palm Sunday
April 5-13	Passover/Pesach
April 7	Good Friday
April 9	Vimy Ridge Day
April 9	Easter Sunday
April 10	Easter Monday
April 12	International Day of Pink
April 14	Holy Friday (Orthodox)
April 14	International Day of Silence
April 14	Tamil and Sinhala New Year
April 14	Vaisakhi
April 16	Easter (Orthodox)
April 17-18	Yom HaShoah - Holocaust Memorial Day
April 18	Laylat al-Qadr
April 20-May 2	Ridvan
April 22	International Earth Day
April 26	Administrative Professionals' Day



MEMORANDUM

To: Trustees

Memo: No. 2023:09

From: Camille Williams-Taylor, Director of Education and Secretary to the Board

Date: March 9, 2023

RE: Definitely Durham

Purpose

To inform trustees of the launch of the next Definitely Durham selection process.

Background

In 2011, the Durham District School Board established the Definitely Durham Hall of Fame to celebrate public education by showcasing the achievement and success of some of the Board's notable graduates or alumni or former students.

Analysis

At the October 15, 2018, Board meeting, revisions to the Definitely Durham Regulation were approved, including holding an induction ceremony every three years with four inductees being recognized at each ceremony. The Durham District School Board will be inviting future nominations in the spring of 2023 with a deadline of July 3, 2023. Community members, former classmates, neighbours, and friends can nominate former DDSB students for the Definitely Durham Hall of Fame. The next induction ceremony will take place in February 2024.

Nominations are only considered in the year submitted. Applicants have the ability to resubmit their nomination in subsequent years.

In accordance with section 3.0 of the Definitely Durham Regulation, all trustees will be invited to express their interest in being part of the committee that will consider nominations.

The Definitely Durham policy and regulation are included as Appendices A and B, and Appendix C is the nomination form.

Communication Plan

The Definitely Durham nomination form will be placed on the Board's website for access by the community. For more information about recent inductees, please visit the [Definitely Durham Hall of Fame website](#).

Appendix A: Definitely Durham Policy

Appendix B: Definitely Durham Regulation

Appendix C: Definitely Durham Application

Should you have any questions, please contact Executive Assistant, Dorothy Leaver at dorothy.leaver@ddsb.ca

COMMUNITY**Definitely Durham**

The Durham District School Board shall maintain a Hall of Fame to showcase and recognize the contributions of some of the Board's notable former students. Criteria and selection of honourees shall be established by Durham District School Board regulation.

Appendix:

None

Effective Date

2014-02-19

Amended/Reviewed

COMMUNITY**Definitely Durham****1.0 Background**

The Durham District School Board (DDSB) is proud of its many students. To showcase the quality of public education, the DDSB established a Hall of Fame in 2011 to showcase some of the Board's notable graduates.

There will be a maximum of four inductees per induction ceremony.

An induction ceremony will be conducted immediately prior to the beginning of the February Board meeting of the induction year. A ceremony will be held once every three years.

This Regulation supports DDSB By-Law 8A, Section 10.0 "Recognition".

2.0 Nominations

The DDSB will make a call for nominations on the Board's website through media relations, community outreach, school newsletters, and social media. The nomination form will be made available on-line and on paper. Nominees cannot be a current staff member, Trustee or student or immediate family members (nominee's spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law or adopted, half and step members) of the current Director of Education, members of the senior leadership team, or sitting members of the Board of Trustees.

The application form is attached as Appendix A.

A deadline for nominations shall be July 15, once every three years, unless determined otherwise by the Selection Committee.

Nominations will be considered only in the year submitted. Nominations can be re-submitted in subsequent years.

2.0 Criteria

- 2.1 Nominees must exemplify DDSB character traits (team work, responsibility, respect, perseverance, optimism, kindness, integrity, honesty, empathy, courage).
- 2.2 Nominees must be positive role models in their community and for our students.
- 2.3 Nominees have achieved outstanding success in realizing their goals. (Career, community activism, overcoming obstacles, etc.)
- 2.4 Nominees should be representative of the diverse student and staff population at the DDSB.
- 2.5 Nominees should be representative of diverse geographic areas of the Durham District School Board.
- 2.6 Nominees should be representative of a diversity of accomplishments (arts, sports, business, overcoming obstacles, etc.).
- 2.7 Nominees must have spent a minimum of four years as a student of the DDSB.

2.8 Nominees can be inductees in an existing DDSB school's Hall of Fame.

3.0 Selection Committee

The Selection Committee will be comprised of the following:

- Two Trustees as selected by the Chair of the Board
- Director of Education
- Superintendent as selected by the Director of Education
- Parent Involvement Committee member

4.0 Induction Ceremony and Recognition

An announcement relating to the induction ceremony will be made through the Board's website, to staff, schools and local officials, as well as advertising through local media. Inductees will also be presented with a personal award.

Inductees will be commemorated through a plaque prepared for display in the atrium at the Board's Education Centre. In subsequent years, these plaques will be displayed in meeting rooms at the Education Centre.

All nominees and their nominators will be notified of the results of the consideration of their nominations.

Appendix:

Definitely Durham – Application Form

Effective Date

2014-02-18

Amended/Reviewed

2017-03-20

2018-10-15



Honouring the Outstanding Achievements of Durham District School Board Graduates

The Durham District School Board (DDSB) provides quality public education to thousands of students in our community. The DDSB is proud of its many students. In order to showcase and celebrate the successes of public education, the DDSB Trustees established a Hall of Fame, *Definitely Durham*, which highlights and recognizes notable graduates.

Inductee Nomination Form

Instructions:

- All nomination forms (and supporting information) become property of the Durham District School Board upon submission and will not be returned.
- Nominators should retain a copy of their submission for reference.
- All submissions will be acknowledged in writing.
- Nominees cannot be “self-nominated” or nominated by immediate family members (nominee’s spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law or adopted, half, and step members).

Selection Criteria:

Nominators should provide sufficient information to give the selection committee a complete picture of the nominee’s character and his/her achievements. Please provide as much detail as possible for consideration by the selection committee. Additional pages are admissible.

- 2.1 Nominees must exemplify DDSB character traits (team work, responsibility, respect, perseverance, optimism, kindness, integrity, honesty, empathy, courage).
- 2.2 Nominees must be positive role models in their community and for our students.
- 2.3 Nominees have achieved outstanding success in realizing their goals, (career, community activism, overcoming obstacles, etc.)

- 2.4 Nominees should be representative of the diverse student and staff population at the DDSB.
- 2.5 Nominees should be representative of diverse geographic areas of the Durham District School Board.
- 2.6 Nominees should be representative of a diversity of accomplishments (arts, sports, business, overcoming obstacles, etc.).
- 2.7 Nominees cannot be a current staff member, Trustee or student or immediate family member (nominee's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law or adopted, half, and step members) of the current Director of Education, members of the senior leadership team or sitting members of the Board of Trustees.
- 2.8 Nominees must have spent a minimum of four years as a student of the DDSB.
- 2.9 Nominees can be inductees in an existing DDSB school's Hall of Fame.

Please complete required criteria on the following pages:

- Answer all questions completely.
- Print carefully in ink or type.

NOMINEE: *(please complete in full)*

first name	middle	last name
street address		
city	postal code	
place of birth		telephone #
e-mail address		

If nominee is deceased:

date	where
------	-------

Nominator's Relationship to Nominee:

(Nominations by immediate family members of the nominee (nominee's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law or adopted, half, and step members) and self-nominations will not be accepted. Nominees cannot be immediate family members of the current Director of Education or members of the senior DDSB leadership team, or sitting members of the DDSB Board of Trustees.)

Nominee's Background Information:

EDUCATION

Schools	Schools Attended	Date
Elementary		
Secondary (High School)		
Post Secondary		
Designations Achieved		

Is the nominee aware of this nomination: Yes ☐ No ☐

Please provide a brief statement/overview/summary describing why you are nominating this individual:

Please provide examples of how the nominee has achieved outstanding success in achieving her/his goals (career, community activism, the arts, sports, or overcoming obstacles, etc.)

Special awards/honours won by the nominee:

Please include other information which you consider important

Deadline for nominations: July 3, 2023.

Information collected will be used to evaluate nominees and notify recipients of the Durham District School Board "Definitely Durham" Award, and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M-56.

Nominations should be submitted to:

Executive Assistant to the Director
Durham District School Board Hall of Fame Selection Committee
400 Taunton Road East
Whitby, ON., L1R 2K6

Email: Definitely.Durham@ddsb.ca

Induction Ceremony

The induction ceremony will take place at the Durham District School Board Education Centre in Whitby, Ontario in February 2024.

Thank you for your nomination.

Please complete your contact information on the next page.

**If your nominee is selected, biographical information and photographs will be required.
Please complete this section in full so that we may contact you if required.**

NOMINATOR: *(please complete in full)*

first name	middle	last name
street address		
city	postal code	
daytime telephone #		cell #
e-mail address		

Please take a moment to tell us how you heard about Definitely Durham.

Check all that apply:

Newspaper Ad

Durham District School Board Website

Durham District School Board School

Durham District School Board Staff Member

Article in the Newspaper

Story on the Radio News

Twitter

Facebook

Heard about ceremony in past years

Display in Durham District School Board Education Centre

School Community Council Meeting

Other _____

Thank you!



MEMORANDUM

To: Trustees

Memo: No. 2023:10

From: Camille Williams Taylor, Director of Education and Secretary to the Board

Date: March 10, 2023

RE: Positive School Climates Report Update

The purpose of this memorandum is to provide trustees with an update on the Positive School Climates report.

The Schools Climate Survey report is an annual report that is presented to the Board each spring.

At the October 21, 2022, Board meeting the following motion was passed:

That trustees be provided with a report, no later than March 2023 on an urgent basis, that addresses trends in violent incidents, outlines strategies adopted to address the incidents and assesses whether the interventions are effective;

That the report speaks to the impact of violent incidents on those experiencing violence, the child engaged in violent behaviour, and those witnessing the violence and addresses violence prevention strategies;

And that the report must include details on the procedures employed when incidents occur, including, but not limited to, the sharing of information with parents/guardians when their child is directly involved or a witness to any serious violent incident/assault; and

That the report includes an assessment of whether the Board has adopted a trauma-informed approach to violent incidents as they impact students and staff and whether improvements need to be made in any or all of these areas.

The report was originally scheduled to be presented at the March 20, 2023 Board meeting, once the report was reviewed by the Administrative Counsel team in January 2023 it was decided that there was additional data that needed to be incorporated into the report as well as staffs' input from the mental health and Human Resources team.

The goal is to present the report at the May 1, 2023, Standing Committee meeting so that the data and key pieces from the School Climates Survey can be incorporated into the

report on how the Board's students and employees are experiencing psychological, emotional and safety in schools across the District.