

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Governance and Policy Committee of the Peel District School Board, held on Wednesday, April 12, 2023, at 18:31 hours. The hybrid meeting was held in the Brampton Room, the H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario, and by electronic means, under Ontario Regulation 463/97.

Members present:

Brad MacDonald, Chair
Lucas Alves, Vice-Chair
Karla Bailey
Susan Benjamin
Jeffrey Clark
David Green, Board Chair (electronic)
Kathy McDonald (electronic)

Also present:

Will Davies
Jill Promoli

Administration:

Kathryn Lockyer, General Counsel and Governance Officer (Executive Member)
Donna Ford, Superintendent of Education

Nicole Fernandes, Board Reporter

1. Call to Order

Chair MacDonald called the meeting to order.

2. Acknowledgement of Traditional Lands

The Land Acknowledgement was read.

3. Approval of Agenda

GC-16 Moved by Lucas Alves
Seconded by Karla Bailey

Resolved, that the agenda be approved.

..... carried

4. Conflict of Interest

There were no declarations of conflict of interest.

5. Minutes of the Governance and Policy Committee Meeting, March 7, 2023

It was noted that Trustee Jill Promoli was also present at the March 7, 2023, Committee meeting. The minutes will be amended.

GC-17 Moved by Susan Benjamin
 Seconded by Karla Bailey

Resolved, that the Minutes of the Governance and Policy Committee Meeting, held March 7, 2023, as amended, be approved.

..... carried

6. Repeal of Policy 3 – Appointment of Administrative and Supervisory Personnel

GC-18 Moved by Lucas Alves
 Seconded by Jeffrey Clark

Resolved, that the Governance and Policy Committee recommends to the Board:

That, Policy 3 – Appointment of Administrative and Supervisory Personnel, attached as Appendix A, be repealed. (APPENDIX I, Item 7.1 of the agenda)

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Providing background information, Kathryn Lockyer, General Counsel and Governance Officer, reported that Policy 87, Board of Trustees’ Participation on Hiring, Appointment and Promotion Panels, was approved by the Board at the May 26, 2020 meeting, in response to Directive 2 of the Ministry directives requiring Board members to immediately cease participation on hiring, promotion, and appointment panels for any Peel DSB employee other than the Director of Education, and establish a policy in this regard. Kathryn Lockyer advised that Policy 3, Appointment of Administrative and Supervisory Personnel, is inconsistent with Directive 2 and Policy 87, as it provides for Board members to serve on interview panels for appointment of principals and vice-principals, and supervisory staff. Policy 3 is therefore being recommended for repeal. Additional guidelines specified within Policy 3 will be written into operating procedures.

Kathryn Lockyer responded to questions of clarification, including: Policy 3 was approved in 1969, with the last revision in 2019; hiring of staff is an operational matter undertaken in accordance with the *Education Act*; elements of Policy 3 relating to academic qualifications, professional experience, etc. are based on the *Education Act*, Policy and Program Memoranda, and ministry directives. Following a suggestion about setting metrics, guidelines, or standards for hiring of administrative and supervisory personnel, an amendment was moved:

GC-19 Moved by Lucas Alves
 Seconded by Jeffrey Clark

Resolved, that Motion GC-18 be amended to add: That, the administration bring back a report on standards for hiring administrative and supervisory staff, as guidelines.

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6. Repeal of Policy 3 – Appointment of Administrative and Supervisory Personnel
(Continued)

During the discussion that followed, some trustees stated that by setting standards for hiring, Board members will be involved in the appointment of administrative and supervisory staff, which is contrary to Directive 2 from the Ministry. Other trustees indicated that the administration is being asked for a report only, at this time. It was acknowledged that Peel DSB was one of the very few school boards with trustees on panels for hiring staff other than the Director of Education. Kathryn Lockyer confirmed that the repeal of Policy 3 is consistent with practice at most school boards, and with Directive 2.

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GC-19 carried

GC-18 (as amended)* carried

*Resolution No. GC 18 now reads:

Resolved, that the Governance and Policy Committee recommends to the Board:

- (i) That, Policy 3 – Appointment of Administrative and Supervisory Personnel, attached as Appendix A, be repealed. (APPENDIX I, Item 7.1 of the agenda).
- (ii) That, the administration bring back a report on standards for hiring administrative and supervisory staff, as guidelines.

7. Naming and Renaming of Schools, Special Function Areas, and Facilities Policy

Superintendent of Education, Donna Ford noted that the Naming and Renaming of Schools, Special Function Areas, and Facilities Policy is brought back following consideration of the feedback provided by this Committee. She advised that the Committee expressed a preference that schools are not named after people. Members had also requested specifying the process prior to initiating naming or renaming by the Director of Education, defining a special function area, and indicating the potential composition of the Naming Committee. She confirmed the commitment to engaging with the community, in accordance with the Community Engagement Policy, which is currently being developed.

A lengthy discussion ensued, and the administration responded to questions of clarification and feedback on further changes to the proposed revised Policy. Kathryn Lockyer advised that 'may' is used for possibility, whereas 'shall' is a directive, and she provided the legal definition of 'reasonable'. A trustee noted that a timeline is not provided for assessing the submission by the Associate Director of School Improvement and Equity, Curriculum and Instruction, and Student and Community Engagement or their designate. Suggestions were made to include language referring to a reasonable time or a time not to exceed six months. Trustees also discussed whether there was need to further clarify the prohibition as indicated in sub-sections 5.9(c) and (d), given the broad prohibition on using names of individuals, current Peel DSB employees or Board members in sub-section 5.9(a). Comments were made about streets named after individuals, and that the prohibition should cover cases when the first names or last names can be linked to identifiable individuals. A trustee suggested that, while there may be duplication in language in the sub-sections, it is important to emphasize the rationale for the prohibition.

7. Naming and Renaming of Schools, Special Function Areas, and Facilities Policy
(Continued)

Replying to a question of clarification regarding the composition of the Naming Committee which may include a number of stakeholders, Superintendent Ford stated that the intention is to create as much engagement and involvement as possible, and some stakeholders may not be available to attend meetings. Kathryn Lockyer suggested that the language be changed so that stakeholders listed in Section 6.11 must be provided an opportunity to sit on the Naming Committee. She added that a name proposed by the Naming Committee is brought to the Physical Planning, Finance and Building Committee for recommendation to the Board for approval. As such, there are sufficient checks and balances at different stages to ensure that the process is adequately followed.

GC-20 Moved by Karla Bailey
 Seconded by Lucas Alves

Resolved, that Section 5.4 be amended to read:

The Associate Director of School Improvement and Equity, Curriculum and Instruction, and Student and Community Engagement or their designate alongside the appropriate site lead and Superintendent of Education, where applicable, will assess the submission within a reasonable time, not exceeding six (6) months.

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GC-21 Moved by Jeffrey Clark
 Seconded by Karla Bailey

Resolved, that Section 5.9 be amended to reflect that Section 5.9(a) refers to names of individuals, with separate categories for current Peel DSB employees, Board members, and Sections 5.9(c) and 5.9(d), to ensure clarity regarding the prohibition on the use of names.

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GC-22 Moved by Karla Bailey
 Seconded by Jeffrey Clark

Resolved, that Section 6.11 be amended from “Members of the Naming Committee may include”, to “The following individuals shall be offered the opportunity to sit on the Naming Committee”.

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(Continued overleaf)

7. Naming and Renaming of Schools, Special Function Areas, and Facilities Policy
(Continued)

GC-23 Moved by Lucas Alves
Seconded by Susan Benjamin

Resolved, that the Governance and Policy Committee recommends to the Board:

- (i) That, the Naming and Renaming of Schools, Special Function Areas, and Facilities Policy, as amended, be approved, and replace existing Policy 27 – Naming of Schools.
 - (ii) That, the Naming and Renaming of Schools, Special Function Areas, and Facilities Procedure, be received for information.
- (APPENDIX II, Item 7.2 of the agenda)

8. Student Registration and Admission Policy

Elizabeth England, Coordinating Principal, Curriculum, Instructional and Community Supports, noted that the purpose of the proposed Student Registration and Admission Policy is to facilitate registration and admission placements, and withdrawal of eligible Peel DSB students in accordance with the requirements of the *Education Act (Act)* and associated Policy and Program Memoranda and guidance documents. The proposed Policy will be interpreted in a manner consistent with Board policies and procedures, the *Act*, *Ontario Human Rights Code*, and applicable legislation. It will apply to all students and/or parents/guardians applying for and/or accepted for enrolment and admission to the Peel DSB and all staff involved in the processing of applications, registration, and admission of students. Elizabeth England reviewed the highlights of the proposed Policy and noted that it will be operationalized through procedures to ensure schools are aware of legal requirements and parameters for school admission.

Members' questions of clarification were responded to regarding: admission for students without legal immigration status is covered in the operating procedure; training has been coordinated for the Welcome Centres to ensure that staff are aware of the procedures and processes; students must have acceptable identification documents, including proof of date of birth; administration is working on a procedure for students enrolled in virtual school in compliance with procedures.

GC-24 Moved by Lucas Alves
Seconded by Susan Benjamin

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the Student Registration and Admission Policy, attached as Appendix A, be approved. (APPENDIX III, Item 7.3 of the agenda)

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9. Artificial Intelligence and Plagiarism

LaShawn Murray, Policy Analyst, provided an overview of the recognition of Artificial Intelligence (AI) systems in any Peel DSB policy regarding plagiarism. She outlined the definition of AI, and reported that ChatGPT is an example of generative AI, able to produce new content including text, images, music and audio. Stating that the recent launch of ChatGPT has raised concerns about the implications of AI generated content in relation to plagiarism and academic dishonesty, she advised that the Peel DSB does not have a policy that exclusively addresses plagiarism. LaShawn Murray noted that plagiarism is referenced within Policy 14, Student Assessment, Evaluation, and Reporting in Peel Elementary Schools, which outlines the responsibilities of educators and school teams to communicate expectations for original student content and provides guidance when students plagiarize or cheat. Plagiarism is also referenced in the Student Code of Conduct and the Digital Citizenship Policy. Use of AI generated content without attribution or representation of content as original work would constitute plagiarism or academic dishonesty under the Student Assessment, Evaluation and Reporting in Peel Elementary and Secondary Schools Policy, and the Code of Conduct. LaShawn Murray stated that the absence of an explicit reference to AI and plagiarism is a gap within existing policies, and can inform upcoming reviews of policies as well as offer an opportunity to develop a new policy on plagiarism. She confirmed that the administration will continue to monitor the external environment as it relates to AI in education and Peel DSB policies.

A trustee commented on the need to have separate policies for staff and students with regard to AI and plagiarism. He spoke of the potential to use AI chatbots to generate external content, which poses a risk to organizational reputation in the event of dissemination of incorrect or inappropriate publication of information. He expressed the opinion that this issue is different from the matter of plagiarism and AI in classrooms. Further discussion related to whether grade levels will be referenced, and whether software is available to detect AI generated content.

GC-25 Moved by Lucas Alves
 Seconded by Karla Bailey

Resolved, that the report re Artificial Intelligence and Plagiarism, be received.

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10. Identity-Based Data Collection Policy

Reviewing the draft Identity-Based Data Collection Policy, LaShawn Murray highlighted the value of collecting identity-based data, including: understanding diversity; identifying gaps and barriers; informing actions to assess and address disproportionalities and inequities. She noted that the Board currently collects identity-based data pertaining to Indigenous identity, ethnicity, race, gender, sexual orientation, religion and disability. To support the ongoing collection and use of identity-based data of students, staff and trustees, the Identity-Based Data Collection Policy has been drafted. LaShawn Murray highlighted the purpose of the draft Policy, and noted that it builds upon the work of past policy consultations. She invited the Committee's feedback on the draft Policy, and indicated that consultations are ongoing with all Peel DSB stakeholders, and through an online survey for the broader Peel community.

10. Identity-Based Data Collection Policy (Continued)

GC-26 Moved by Jeffrey Clark
 Seconded by Karla Bailey

Resolved, that the report re Identity-Based Data Collection Policy, be received.

..... Carried

11. Policy Management Program Update

LaShawn Murray stated that, as evidence of good governance, the Legal and Governance Services department is currently developing and implementing the new Policy Management Program, which will: provide the framework for a systematic approach to the development, review, approval and repeal of policies; establish naming and numbering conventions; identify and address gaps; ensure all procedures are updated; schedule predetermined review of policies and procedures. LaShawn Murray reported that Director’s Council has approved three procedures to operationalize the Program. The Policy Development and Review Framework established the new identification system and formatting requirements for all policies, procedures, and related forms. The Policy Development and Review Procedure outlines the stages of the process from identification of a policy need, to approval, communications, and implementation. The Procedure Development and Review Procedure details the stages of the process from identification of the need for a procedure, to approval, communications, and implementation. LaShawn Murray responded to members’ questions of clarification, advising that the Policy Development and Review Framework requires that policies and procedures are to be reviewed every five years, or earlier if there are changes to relevant regulation. A master schedule is being developed that will help to notify responsible departments that their policies and procedures are due for review. She confirmed that an environmental scan was undertaken of several school boards, including the policy development review process of the Toronto DSB.

GC-27 Moved by Karla Bailey
 Seconded by Susan Benjamin

Resolved, that the update report on the Policy Management Program, be received.

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12. Records Retention Schedule

Oriana Sharp, Privacy and Information Officer, advised that the Education Act requires school boards to institute a program of records management that will establish schedules for retention, disposition, and eventual destruction of school board records. A records retention schedule will ensure the protection of records vital to the administration and governance of the Board, protection of valuable historical records, and ensure a common expectation of available and accessible information. Oriana Sharp noted that the Peel DSB Records Retention Schedule is based largely on the Generic Records Retention Schedule developed by the Privacy and Information Management Committee of the Ontario Association of School Boards Officials.

12. Records Retention Schedule (Continued)

Oriana Sharp explained that the Records Retention Schedule is categorized by business function, and categories will be added, if needed, in consultation with business sections. She stated that all Board staff shall comply with the retention periods specified in the Schedule, ensuring that official records in their custody or control are protected from inadvertent destruction or damage, and obsolete and transitory records are disposed of in a systematic and controlled manner.

GC-28 Moved by Karla Bailey
 Seconded by Susan Benjamin

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the Records Retention Schedule, attached as Appendix A, be approved and adopted as a by-law. (APPENDIX IV, Item 7.7 of the agenda)

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13. Notices of Motions

Chair MacDonald advised Committee members that notices of motion are to be submitted 48 hours prior to agenda distribution. Therefore, notices of motion are to be submitted to Legal and Governance Services staff seven days prior to the meeting.

Trustee Alves stated that, arising from concerns raised by parents, he will be bringing forward a Notice of Motion at the next Committee meeting requesting the development of a policy that will govern school assemblies, and the provision of notice to parents regarding matters addressed during school assemblies.

14. Adjournment

GC-29 Moved by Lucas Alves
 Seconded by Karla Bailey

Resolved, that the meeting adjourn (20:29 hours).

..... carried

..... Chair