

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Governance and Policy Committee of the Peel District School Board, held on Tuesday, March 7, 2023, at 17:30 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
David Green, Board Chair (electronic)
Kathy McDonald (electronic)

Also present:

Stan Cameron
Will Davies

Member absent:

Jeffrey Clark

Administration:

Kathryn Lockyer, General Counsel and Governance Officer (Executive Member)
Donna Ford, Superintendent of Education
Rasulan Hoppie, Superintendent, Curriculum, Instruction and Assessment

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

Item 5.1, Minutes of the Governance and Policy Committee Meeting, held January 18, 2023, was reordered to facilitate a member's presence.

GC-10 Moved by Susan Benjamin
 Seconded by Karla Bailey

Resolved, that the agenda, as amended, be approved.

..... carried
2/3rds' majority

4. Conflict of Interest

There were no declarations of conflict of interest.

5. Supporting Students with Prevalent Medical Conditions Policy

Reviewing the report, Senior Manager (Acting), Social Emotional Learning, Janet Jackowski, noted that the Ministry of Education expects all school boards to develop and maintain a policy to support students with prevalent medical conditions. Providing examples of prevalent medical conditions, she indicated that these conditions have the potential to result in a medical incident or a life-threatening medical emergency. Janet Jackowski stated that the Policy was drafted through internal consultation and in accordance with the Education Act, PPM 161, Ryan’s Law, Sabrina’s Law, related legislation, and Board policies and procedures. She highlighted the purpose of the draft Policy, and noted that it sets the requirements for collection of personal information, plans of care, supporting daily or routine management, independent management, emergency response, partnership with stakeholders, therapy considerations, and liability protection. She explained that, following Board approval of the Policy, existing relevant guidelines for special education and social-emotional learning will be migrated to an operating procedure.

Janet Jackowski responded to questions of clarification including: registration form captures prevalent medical conditions from which plans of care are developed in consultation with the family and physician; existing plans of care will be followed until they are reviewed or updated; schools have generic plans of care and emergency plans; medical transportation requests are dealt with on a case by case basis; bus drivers are provided with a list of students and their prevalent medical conditions; bus operators provide training to their drivers on laws relevant to emergency medical conditions; staff members working with children are required to undertake mandatory training on Ryan’s Law, Sabrina’s Law, etc., and compliance is tracked; every school is required to have two staff qualified on first-aid; air quality standards are required to be met and medical conditions of students in classrooms do not infer a responsibility to provide above-standard air quality levels.

GC-11 Moved by Lucas Alves
 Seconded by Susan Benjamin

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

That, the Supporting Students with Prevalent Medical Conditions Policy be approved.
(APPENDIX I, Item 7.1 of the agenda)

..... carried

6. Minutes of the Governance and Policy Committee Meeting, January 18, 2023

A member referred to Item 10.1, Artificial Intelligence (AI) and Plagiarism Policy, and noted the request for staff to bring a report on the status of such a policy in relation to artificially generated content via software. General Counsel and Governance Officer, Kathryn Lockyer, advised that this meeting was added to the regular schedule of Governance and Policy Committee meetings because of the requirement to bring forward a Concussion Prevention and Intervention Policy within legislated timelines. The staff report in response to a policy on AI and plagiarism will be brought to the next regularly scheduled Committee meeting in April 2023.

GC-12 Moved by Lucas Alves
 Seconded by Susan Benjamin

Resolved, that the Minutes of the Governance and Policy Committee Meeting, held January 18, 2023, be approved.

..... carried

7. Concussion Prevention and Intervention Policy

Superintendent, Curriculum, Instruction and Assessment, Rasulan Hoppie, reviewed the highlights of the proposed policy, noting that the Board is committed to reducing the risk of injury and raising awareness of the signs, symptoms and management of concussions. The policy will apply to all employees, students, parents/guardians, coaches, team trainers, officials and volunteers, and all interschool activities whether on school site or off school site, intramural activities, self-injurious behaviours, as well as any activities where collisions can occur. Referring to relevant legislation and Ministry PPM158, Superintendent Hoppie stated that the Policy complies with legislation and best practices for concussion management, and reinforces the Board's obligation to the health, safety and well-being of students and staff.

In response to trustees' questions of clarification, Superintendent Hoppie stated that asphalt surfaces are safe for students to engage in various activities, and collisions and concussions can occur on any surface and in many situations. He spoke about training on prevention and safety measures, and conflict resolution strategies. Training on concussion prevention and intervention is provided through a series of mandatory online training modules to ensure staff are aware of instances of suspected concussion. The modules are updated on an as-needed basis, and comply with the minimum standards set by the Ministry and the Ontario Physical and Health Education Association. Superintendent Hoppie provided clarification regarding: all staff, including lunchroom supervisors, are required to be knowledgeable about this Policy; schools maintain information related to overall safety and well-being of students, and to ensure effective administration of the Policy and necessary steps taken for a student to resume regular activities after a concussion; no requirement to collate and report data on concussions. Superintendent Hoppie confirmed that he will discuss with administration the requests to share training modules with trustees, and for schools to track non-identifiable data on concussion incidents.

7. Concussion Prevention and Intervention Policy (Continued)

GC-13 Moved by Kathy McDonald
 Seconded by Susan Benjamin

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

That, the Concussion Prevention and Intervention Policy be approved, and replace existing Policy 84 – Concussion Prevention and Intervention. (APPENDIX II, Item 7.2 of the agenda)

..... carried

8. Information, Access and Privacy Policy

Privacy and Information Officer, Oriana Sharp, reported that the proposed Information, Access and Privacy Policy will replace Policy #88, Freedom of Information and Privacy. She noted the legislative obligations for school boards to provide access to records and protect the privacy of personal information, personal health information and confidential information. Referring to the Records Management and the Privacy Risk Audits undertaken by KPMG, she stated that the audits revealed gaps in training, communication and consistent practices in records management and privacy. Oriana Sharp advised that the proposed Information, Access and Privacy Policy will provide a more detailed framework for all levels of staff to handle requests for information and to protect the privacy and confidentiality of individuals.

Oriana Sharp and Kathryn Lockyer responded to members' questions of clarification, including: the proposed Policy adds details regarding privacy impact assessments, privacy breaches, and associated procedures; the new student information system will have an improved audit trail capability; the OSR Procedure, Retention Schedule and Handbook for superintendents, principals and office administration staff are being rolled out; schools will be encouraged to store paper records offsite with the Board-approved contractor; under the *Municipal Freedom of Information and Protection of Privacy Act*, PDSB's General Counsel is delegated Head to make access decisions and oversee administration of the legislation; personal information of trustees is in the custody or control of the Board is protected.

GC-14 Moved by Lucas Alves
 Seconded by Karla Bailey

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

That, the Information, Access and Privacy Policy be approved and replace Policy 88 – Freedom of Information and Privacy. (APPENDIX III, Item 7.3 of the agenda)

..... carried

9. Trustee Staff Relations Policy

General Counsel and Governance Officer, Kathryn Lockyer, stated that the above-noted draft Policy was discussed at the previous Committee meeting, and a recommendation was made that the Board approve the draft Policy being sent for review by the Ontario Public School Boards' Association. The recommendation was not approved by the Board.

Kathryn Lockyer stated that the draft Policy is brought back to the Committee for further consideration. The Committee did not support the administrative recommendation.

10. Adjournment

GC-15 Moved by Karla Bailey
 Seconded by Lucas Alves

Resolved, that the meeting adjourn (18:42 hours).

..... carried

..... Chair