

**THAMES VALLEY DISTRICT SCHOOL BOARD
POLICY WORKING COMMITTEE**

**February 11 2025
3:02 p.m. – 4:17 p.m.
London Room**

COMMITTEE MEMBERS

D. Cripps
M. Larsen
L. Osbourne
L. Pizzolato

ABSENT

C. Sachs

ADMINISTRATION

B. Tucker, Interim Director (-3:15) (+3:21)
K. Wilkinson, Interim Associate Director
A. Chahbar, General Counsel
C. Lynd, Superintendent (+3:14) (-3:53)
C. Glaser, General Manager, Information
Technology (+3:14) (-3:53)
J. Bobier, Group Leader, Information Technology
(+3:14) (-3:53)
S. Smith, Supervisor, Board Services (-3:11)
N. Soave, Policy Advisor, Board Services (-3:11)
S. Hickson, Coordinator, Board Services

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Minutes of the Previous Meeting

The minutes of the January 14, 2025 meeting were approved, as printed, without objection.

4. PWC Workplan

Deferred until the March meeting.

5. Development and Management of Board Policies and Administrative Procedures Policy (2032) Update

Interim Director Tucker provided an update on the Development and Management of Board Policies and Administrative Procedures Policy (2032).

Discussion focused on committee alignment on the content, language used in the policy, and the role of a PWC member.

Questions of clarification were addressed by Administration regarding the status of the development of the policy and timelines for PWC review.

It was decided that Administration will update the PWC Chair on the progress on the policy and that Trustees will share their original feedback on the policy with Interim Director Tucker.

6. Existing Policies/Procedures Under Revision

a. 5017/a Information Technology Policy and Procedures Revisions

Manager Glaser presented the recommended revisions to the Information Technology Policy and Procedure (5017/a) for input. It was noted that the revisions were necessary due to changes in technology.

Discussion focused on staff and Trustees monitoring of the policy

Questions of clarification were addressed by Administration regarding tracking breaches, references used to inform the content of the policy and procedure, alignment of the policy and procedure to the Enhancing Digital Security and Trust Act, and guidelines to follow in the event of a cyber security incident.

The following motion was moved and **ADOPTED**:

THAT the Information Technology Policy (5017) be posted for 30 days of public input as amended.

Feedback was captured by C. Glaser.

1. Corporate Email Independent Procedure (9037)

This item was discussed under item 6.a.

2. Use of Commercial Electronic Messages Independent Procedure (9056)

This item was discussed under item 6.a.

7. Committee Self-Assessment Survey Results 2023-2024

The committee reviewed the 2023-2024 PWC Self-Assessment Survey results.

Discussion included ways to improve committee efficiency, additional committee tasks in between policy and procedure review, the value of the consultation stage of the policy and procedure review process, and how the Development and Management of Board Policies and Administrative Procedures Policy (2032) will guide the work of the PWC.

It was decided that Chair Cripps would connect with Trustees Mai and Sachs regarding committee work and efficiency.

8. Next Meeting Dates

A special PWC meeting is scheduled for Tuesday, February 25, 2025.

9. Adjournment

The meeting adjourned by motion at 4:17 p.m.

Recommendations:

None.

Dave Cripps
Chair

Recording Secretary: SH

THAMES VALLEY DISTRICT SCHOOL BOARD
SPECIAL POLICY WORKING COMMITTEE

February 25, 2025
10:04 p.m. – 12:33 p.m.
London Room

COMMITTEE MEMBERS

M. Larsen
L. Osbourne
L. Pizzolato
C. Sachs
B. Mai (ex-officio)

ABSENT

D. Cripps

ADMINISTRATION

B. Tucker, Interim Director
A. Chahbar, General Counsel
D. Wright, Superintendent
K. Chau, Contract Teacher
T. Woolings, System Principal
L. Syzmanski, Executive Assistant
K. Banman, Human Rights Policy Advisor
N. Soave, Policy Advisor, Board Services
S. Hickson, Coordinator, Board Services

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Safe Schools Policy (4008)

Chair Sachs provided a handout noting the feedback previously provided to Superintendent Wright from members of the committee was included.

Superintendent Wright extended appreciation to the committee for the feedback received and presented the Safe Schools Policy (4008) for approval to post for public input. Trauma-informed and equity practises, as well as essential conditions for learning, were noted as priorities in the development of the policy.

Discussion included procedure changes informing policy updates where needed, standardizing references to the Education Act throughout all Thames Valley District School Board policies and procedures, and incorporating best practises from other school boards across the province.

Questions of clarification were addressed by Administration regarding the language and definitions in the policy, references in the policy to related procedures and the Human Rights Code, specifying who the policy applies to, the role of the Trustees in the discipline process, who manages the policy, if

Trustees are considered "visitors" to the school, the transparency of the appeals process, informing the public of the language in the policy that is Ministry of Education-mandated, data collected from the School Climate Survey and how it is shared with Trustees, and update reports on staff training.

A motion to extend the meeting to 12:05 p.m. was moved and **ADOPTED**.

Trustees in favour of the motion argued that all essential elements of a policy have been met in the draft presented to the committee, that the policy can return to the Policy Working Committee for further review outside of the regular review schedule, the intent of the policy will not be affected by further changes, most of the suggested changes have already been incorporated, and the scope of the term "transparency" is more broad when not specified.

Trustees against the motion argued that clarity and additional statements are needed pertaining to monitoring, different types of bullying, and school support, the number of changes that still need to be made could cause a disruption in the next step in the policy approval process, and a fully revised document should be reviewed by the committee before being sent for public input.

A question of clarification was addressed by members opposed to the motion regarding key elements they feel are missing from the policy draft.

A motion to extend the meeting to 12:30 p.m. moved and **ADOPTED**.

The following motion was moved and **DEFEATED**:

That the Creating Safe and Caring Schools Policy (4008) be posted for 30 days of public input as amended, and that the Policy Working Committee review the revised document before being posted for public input.

The following amendment was moved and **ADOPTED**:

TO add "and that the Policy Working Committee review the revised document before being posted for public input" after the word "amended."

Feedback was captured by K. Chau.

4. Adjournment

The meeting was adjourned 12:33 p.m.

Recommendations: None.

Christian Sachs
Committee Vice Chair

Recording Secretary: SH

Special Policy Working Committee Meeting Minutes

March 6, 2025

1:00 – 1:16 pm

London Room

COMMITTEE MEMBERS

D. Cripps
M. Larsen
L. Osbourne
L. Pizzolato
C. Sachs
B. Mai (ex-officio)

ADMINISTRATION

K. Banman
D. Wright
K. Chau
T. Woolings
L. Syzmanski
N. Soave
S. Hickson

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Revisions to Safe Schools Policy and Procedure - 4008

D. Wright presented the Safe Schools Policy (4008) for approval to post for public input. Changes made since the last Policy Working Committee meeting were highlighted.

Questions of clarification were addressed by D. Wright regarding integrating elements of the Anti-Islamophobia and Anti-Black Racism Plans into the policy, informing community groups of the opportunity to provide public input on the policy, and the public input timing due to the upcoming March break.

The following motion was moved and **ADOPTED**:

THAT the Creating Safe and Caring Schools Policy (4008) be posted for 30 days of public input.

4. Adjournment

The meeting was adjourned 1:15 p.m.

Christian Sachs
Chairperson

Recording Secretary: SH