

THURSDAY, MARCH 23, 2017  
6:00 – 7:00 PM

### **School Council Meeting Norms**

- \*Begin and End meetings on time
- \*Speak and listen to one another respectfully
- \*Recognize and value the diversity of opinions



## **DONALD COUSENS PUBLIC SCHOOL SCHOOL COUNCIL MEETING - AGENDA**

### **School Council Executives of 2016-2017**

- Kelly Rhyness, Co-Chair & Jennifer Lo, Co-Chair
- Marcia Smith, Co-Secretary & Sana Khan, Co-Secretary
- Deepak Varma, Treasurer

### **Attendees**

**DCPS Staff:** Fawzia Durrani (Principal), Stephen Louca (Vice-Principal), Anne Beare (Administrative Assistant), Summiya Ahmad (teacher), and Vivet Mendoza (teacher).

**Parents:** Kelly Rhyness, Alice Poon, Brenda Bush, Ida Leung, Aileen Chen, Sana Khan, Deepak Varma, Kuna K, Nelson Lo, Jennifer Lo and Marcia Smith.

### **Welcome/Sign in/Review Minutes**

- February Minutes Reviewed

### **School Council Agenda Items:**

1. **Fun Fair – Wednesday, May 17** – Bring your reusable water bottles as the WOW truck will be on site! The Fun Fair Committee and Miss. Ahmad will be looking for high school grads to volunteer. We will also be looking for volunteers to assist with wrapping the classroom baskets. Details to follow.
2. **Regional Parent Symposium (YRDSB) - March 29**-This event is coordinated by a committee that's Board wide
  - Parent representative from the community
  - Parents choose interest based workshops to attend
  - Dinner is provided.
3. **Meeting Times** –The meeting time will be changed back to 6:30pm – 7:30 pm
4. **Digital Literacy Night**-It was a huge success!
  - Very informative
  - Great turnout! Approximately 300 people registered
  - The staff did an excellent job providing interactive and engaging activities
  - DCPS Twitter account has pictures from the evening.

**Treasurer's Report:** Deepak. Current balance is \$1330.00

**Administrator's Report –** Fawzia Durrani, Principal  
Stephen Louca, Vice Principal

- **YRDSB Student Survey**-For grades 5 to 8. The survey will deal with issues concerning well being, safe schools, race, equity, bullying. The survey will take place in the library with Mr. Louca and Ms. Durrani.
- There will also be a **parent survey** to be completed at the school. Further information to follow but the survey will be available after April 1<sup>st</sup>.
- **Grade 3 & 6 EQAO Information Night-April 6<sup>th</sup> from 6-7:30** The focus of the night is to reduce anxiety by having parents and students see test questions and ask questions.
- There will be free tutoring for 1/2hr focusing on math concepts and improving reading skills. It will run until May.
- **Principal Profile**- We will have the opportunity to update the principal profile as a school community to outline the needs of our community.
- **Speak Up Grant**-A grant through the Ministry. It involves engaging students to take leadership in combination with the school.
- **Review of current Board Policies**-Please see the attached. These are some of the policies that are under review:

[Professional Misconduct and Progressive Discipline](#)  
[Respectful Workplace and Learning Environment](#)  
[Supporting Community Concerns](#)

**FYI - SAVE THE DATE**

- **EQAO Dates** – Grade 3 & 6 students – May 23 – June 5, 2017 inclusive
- **Grade 8 Graduation** – Tuesday, June 27, 2017
- **Arts Night – Thursday, May 4 (During Education Week – May 1 to 5, 2017)**

**Upcoming School Council Meetings – 2016-2017 – 6:30 to 7:30 pm.**

1. April 19, 2017
2. June 8, 2017
3. **REGIONAL PARENT SYMPOSIUM - @ Sheraton, Richmond Hill – Wednesday, March 29<sup>th</sup>, 5:00 – 9:00 pm — R. Sharma, J. Lo, H. Parmar, Mrs. Al-Ajeel attending with Ms. Durrani**

## **As per Board Policy #262.0**

School councils are responsible for:

- supporting and promoting family and community engagement in advancing student achievement and well-being in an equitable and inclusive manner;
- participating in the development and implementation of the school improvement plan;
- communicating with and providing ongoing advice to the principal on school-related matters;
- collaborating with the principal to coordinate community resources that support student learning, achievement and well-being; and
- understanding and communicating with members of the community about the roles and responsibilities of school councils as outlined in the School Councils policy and procedure and appropriate guidelines and legislation, as required.

## **REVIEW OF POLICIES WITH INVESTIGATIVE COMPONENTS**

In the Board of Trustees' [response to the Minister of Education](#), Trustees committed to reviewing Board policies with investigative components. To support the review, we are inviting feedback on these current policies and proposal for next steps.

### *Current Policies*

[Professional Misconduct and Progressive Discipline](#)  
[Respectful Workplace and Learning Environment](#)  
[Supporting Community Concerns](#)

### *Proposal for Next Steps*

The Board is committed to working with staff, students and community members to address concerns. Most situations can be resolved informally through dialogue and cooperation. If the matter remains unresolved and staff, students or community members feel that the situation requires further consideration, they may make a formal complaint.

- **The Supporting Community Concerns Policy** would be updated to outline a clear process for community members who wish to raise a concern, but not make a formal complaint. The policy will also be used as a guide for formal complaints (a roadmap), directing people to one of the two policies below.
- Two policies and related procedures would be created to clarify the process for investigation and communication of formal complaints regarding the conduct of staff and community members:
  1. A Human Rights policy would address all Ontario Human Rights Code related complaints. This policy would replace the current [Respectful Workplace and Learning Environment](#) policy.
  2. A second policy would address all complaints not related to the Ontario Human Rights Code. This would include, for example, non-compliance with Board policy. This policy would replace portions of the current [Respectful Workplace and Learning Environment](#), [Professional Misconduct and Progressive Discipline](#), and [Supporting Community Concerns](#) policies.
- A separate procedure would outline the process for progressive discipline for staff members if an investigation determines that there has been a breach of Board policy.
- The Board is also going through the process of establishing an [Independent Office of the Integrity Commissioner](#).

This office may:

- Be responsible for investigating concerns related to trustee conduct.
- Ensure concerns raised by trustees, staff and members of the community about the conduct of trustees are addressed in an expedient, consistent, fair, transparent and cost-effective manner, including matters related to the conduct of the director, as appropriate.

The [Trustee Code of Conduct](#) will be updated to align with these changes, and will continue to outline expectations for Trustee behaviour.

All revised policies would be sent out for public feedback upon development.

## **POLICY AND PROCEDURE CHANGES**

The following policies and procedures, where applicable, have received approval. They have been posted on the Board's public website as final.

- [Community Involvement Hours](#)
- [Kilometre Allowance, Staff, Trustees and Non-Trustee Committee Members](#)
- [Staff Members Who are Candidates for, or Elected to, Public Office](#)
- [Student/School Fees](#)

## **WORKING DOCUMENT POLICIES AND PROCEDURES**

The Board is seeking your feedback on the following policies and procedures, where applicable.

### **Elementary Programs**

The Elementary Programs policy and procedure recognize that the Board is committed to equity and excellence and that every elementary school promotes a climate that supports student achievement and well-being so that students can develop the knowledge skills and attitudes needed to become contributing members of our changing society. Minor revisions have been made to reflect current practice.

### **Reporting Children in Need of Protection**

The Reporting Children in Need of Protection policy and procedure outline the Board's responsibilities under the Child and Family Services Act. It outlines the responsibilities of staff and volunteers to report any concerns or suspicions with respect to the harming of children by parents and other caregivers. Minor revisions have been made to clarify existing practice.

***All working documents, on which the Board is seeking feedback, are posted on the [Policies and Procedures for Comment](#) page of the Board's public website.***

## **PROVIDING FEEDBACK**

Questions about the content or implementation of any Board policy and/or procedure should be raised with your principal or superintendent, as appropriate.

Input is an important component of the review process. Comments and suggestions from members of the school community are welcome.

If your school council or advisory committee feels a policy and/or procedure should be revised, please;

- include the specific section of the policy and/or procedure you would like to see addressed,
- outline the reason for your suggestion, and
- suggest specific, alternate wording.

Recommendations should be forwarded by sent to [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca) or in writing to Board and Trustee Services.

Questions about the policy and procedure review process can be directed via email to the [Assistant Manager, Board and Trustee Services](#) or telephone at 905-727-3141 extension 2217.

***Timelines for providing feedback are outlined***