

POLICY AND PRIORITIES COMMITTEE REPORT

Presented to: Board of Trustees
Submitted on: June 25, 2024
Submitted by: Robin Ross, Chair, Policy and Priorities Committee
Committee Date: June 4, 2024
Report No.: PP24-06

Members: Robin Ross (Chair), Alethia O'Hara-Stephenson, Martha MacNeil, Lynn Topping,
Laurie Whyte

The Policy and Priorities Committee held a hybrid meeting on Tuesday, May 7, 2024 at 7:45pm. Chair Ross presided the meeting. Attendance was noted as above. There were no conflicts of interest declared.

COMMITTEE RECOMMENDATIONS:

1. [Director of Education Performance Appraisal 113](#)

Policy Development Officer de Boer provided a brief background that Ontario Regulation 83/24 – Director of Education Performance Appraisal came into effect on March 5, 2024 to ensure consistent and transparent director of education performance appraisals. It was noted that beginning this year, all school boards must complete their director of education performance appraisals in accordance with Ontario Regulation 83/24.

The committee recommended:

THAT the Upper Grand District School Board approve Policy 113 Director of Education Performance Appraisal.

2. [Code of Conduct - 213](#)

Policy Development Officer de Boer outlined the revised policy which aligns with the revisions to the Provincial Code of Conduct and PPM 128 updates. The policy was also updated with a clause moved from procedures that indicates the responsibility of principals to communicate both the board's and school's codes of conduct to their school community annually. Discussion was held regarding the definition of Conflict of Interest.

The committee recommended:

That the Upper Grand District School Board approve revised Policy 213 – Code of Conduct.

3. [Human Rights](#)

Policy Development Officer de Boer outlined the need for a Human Rights Policy. The new policy will aim to support all UGDSB community members in understanding their human rights, roles and responsibilities in learning and working spaces, and establish a clear, fair, and effective process for receiving and resolving complaints of discrimination and harassment based on grounds protected under the Ontario Human Rights Code.

The committee recommended:

THAT the Upper Grand District School Board approve the Policy Development Plan for Human Rights.

4. [Student Fees 317](#)

Policy Development Officer de Boer shared a summary of additions to the policy including, but not limited to, the added practice of not allowing late fees to be charged for borrowed materials. This aligns with the premise of the policy to reduce student fees in general, with schools having many other mechanisms to encourage the use of and return of borrowed materials beyond leaning on financial penalties.

The committee recommended:

THAT the Upper Grand District School Board approve revised Policy 317 – Student Fees effective September 1, 2024.

5. [Safe Operation of Schools and Board Sites 322](#)

Policy Development Officer de Boer presented the revised policy. Revisions included additional text regarding the authority of principals to control access to the school and property, specifying who is regarded as a visitor and may be asked to leave and/or issued a Trespass to Property letter. It was noted that the rationale for the additions is to provide clarity on the role and responsibilities of a school principal in managing access to the school facility, and to ensure the authority to issue such trespassing letters is captured in policy to reference in the rare instances that this is necessary.

The committee recommended:

THAT the Upper Grand District School Board approve revised Policy 322 – Safe Operation of Schools and Board Sites.

6. [Recruitment and Selection 420](#)

Policy Development Officer de Boer noted that the draft policy underwent public consultation between October 25 and December 8. A summary of feedback was shared.

The committee recommended:

THAT the Upper Grand District School Board approve Policy 420 – Recruitment and Selection;

THAT the Upper Grand District School Board rescind Policy 400 – Pre-employment Screening;

THAT the Upper Grand District School Board rescind Policy 409 – Criminal Records Check/Offence Declaration; and

THAT the Upper Grand District School Board rescind Policy 419 – Teacher Hiring Practices.

7. [Reimbursement of Employee Expenses – 701](#)

Policy Development Office de Boer provided an outline of merging Policy 701 – Reimbursement of Employee Expenses and Policy 707 – Reimbursement of Trustee Expenses. This will result in one set of associated procedures. Revisions include updated language to ensure consistency throughout the policy and the addition of pre-approval for travel outside the province for trustees and the Director of Education. The Policy Review Plan was amended to align with these changes. The policy was not recommended for public consultation.

The committee recommended:

THAT the Upper Grand District School Board approve the Policy Review Plan for Policy 701– Reimbursement of Employee Expenses;

THAT the Upper Grand District School Board approved revised and renamed Policy 701 – Reimbursement of Employee and Trustee Expenses; and

THAT the Upper Grand District School Board rescind Policy 707 – Reimbursement of Trustee Expenses.

ITEM FOR MONITORING:

8. [Policy Schedule](#)

A policy schedule was shared for the start of the 2024-25 school year.