



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

CHANGES TO THE POLICY WEBSITE TO IMPROVE PUBLIC TRANSPARENCY

“and you will know the truth, and the truth will set you free”. – John 8:32

Created, Draft	First Tabling	Review
October 3, 2018	October 9, 2018	Click here to enter a date.

Steve Camacho, Chief Information Officer
Peter Aguiar, Superintendent of Education

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

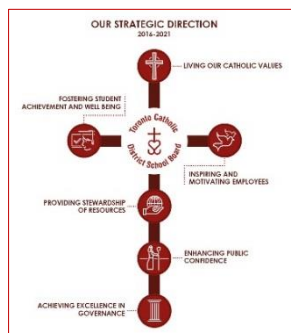
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

T. Robins
Acting Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer



A. EXECUTIVE SUMMARY

At the September 11, 2018 Governance and Policy Committee meeting a motion was adopted to have staff bring back a prototype of changes to the policy website that will help improve transparency to the public by showing all the planned and recently completed policy work.

Staff reviewed several possible ways to practically update the policy website. The format and method selected allows staff to update the policy website under a new tab called “Policy Review Plan” on regular basis that will show the current status of each policy and keep a “running” list of policies planned for review organized by month for up to 12 months.

Staff have developed “mock up” of the site change for the review and are recommending that the Governance and Policy Committee approve the below proposed changes to the TCDSB’s policy website.

The cumulative staff time required to prepare this report was 8 hours

B. PURPOSE

1. The purpose of this report is to respond to a motion at the September 11, 2018 Governance and Policy Committee meeting that staff bring back a prototype of changes to the Policy website that will help improve transparency to the public by showing all the planned and recently completed policy work being done at the Governance and Policy Committee.

C. BACKGROUND

1. At the September 11, 2018 Governance and Policy committee meeting a motion was adopted to have staff bring back a prototype of changes to the Policy website that will help improve transparency to the public by showing all the planned and recently completed policy work.
2. The TCDSB policy website is currently available to the public at the following address: <https://www.tcdsb.org/Board/Policies/>.
3. The current policy site is built using an older version of Microsoft SharePoint technology. This allows non-technical staff to edit the site and post new policies

manually, similar to how one would edit a document in Microsoft Word. There is currently no policy management system that manages the overall list of policy for the Board.

4. The website lists all currently active TCDSB policies, but does not clearly indicate when each policy is due for review nor at which stage of the review process that each policy is at.
5. The policy website is currently updated by communication staff only when new policies are completed and approved by the full Board of Trustees.
6. Staff reviewed several possible ways to update and edit the website. The format and method selected will allow staff to update the policy website on regular basis and shows the current status of each policy. The process will allow staff to keep a “running” list organized by month for up to 12 months.

D. ACTION PLAN

1. The following is mock-up of how the policy website might look after the changes are implemented. Staff will work to show all the policy work planned for the academic year under a new tab and will update this page monthly after each Governance and Policy Committee meeting.

TCDSB Policies and Procedures

[Policies Search](#)
[Board Policy Definitions](#)
[Policy Review](#)
[Version2](#)

** Trustee Code of Conduct policy O. Reg 246/18 "Members of School Boards - Code of Conduct"
 ** invite for school events omnibus policy to be considered by GAP in the fall

September 2018

Prevalent Medical Conditions	S.M.17	Defer to GAP 2018-12-11
Provision of Requested Information to an Individual Trustee	T.15	
Electronic Participation in Meetings of the Board, etc	T.19	Refer to Board 2018-11-14
Filling a Trustee Vacancy	T.18	
Whistleblower Policy	A.39	
Employee Involvement in Municipal, Provincial and Federal Elections Policy	H.M.25	

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Concussion Policy (L. Di Marco)	S.26	Refer to Board 2018-11-14
Religious Accommodation (G. Iuliano-Marrello)	S.22	Defer to GAP 2018-12-11
Copyright and Fair Dealing Guidelines (L. Di Marco)	A.15	
Copyright (B. Shannon)	A.11	
Trespass (P. Matthews)	S.S.14	

Note: in the final version, “version 2” tab will be named “Policy Review Plan” and the tab called “Policy Review” will be removed.

- The rest of the policy website, along with the “Policy Search” tab and “Board Policy Definitions” tab, will remain unchanged.

E. STAFF RECOMMENDATION

Staff recommends that the Governance and Policy Committee approve the above proposed changes to the TCDSB policy website.