



REPORT TO

REGULAR BOARD

CHANGES TO THE POLICY WEBSITE TO ENHANCE PUBLIC CONFIDENCE

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

Created, Draft	First Tabling	Review
October 3, 2018	November 15, 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.

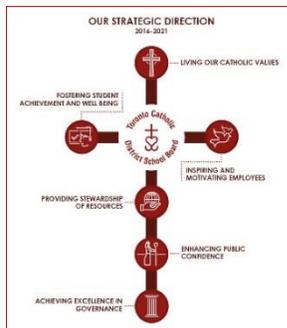
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

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 changes and reviewed with the Governance and Policy Committee on October 9th, 2018. The Governance and Policy Committee approved the staff recommendation and referred to full Board for final review.

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

B. PURPOSE

1. The purpose of this report is to recommend 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 policies 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 each policy is at.
5. The policy website is currently updated by communication staff only when new policies are complete 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 a 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.
7. On October 9th 2018, the Governance and Policy Committee approved the changes to the website with some minor changes and referred the final decision to the Board. The minor changes have been incorporated into the mock-up below. The changes were as follows:
 - a. Include column headers for each monthly table within the page
 - b. Include a future archive tab to hold information on previous yearly review plans
 - c. Include links to the reference policies within the policy review plan tab
 - d. Include a status of “approved” for all policy changes approved by the full Board.

D. ACTION PLAN

1. The following is a 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.

The screenshot shows the TCDSB website's 'Policies and Procedures' page. The header includes the TCDSB logo and tagline, navigation links (Home, Board, Schools, etc.), and a search bar. The main content area is titled 'TCDSB Policies and Procedures' and contains two tables of policies, one for September 2018 and one for October 2018. Each table has columns for Policy Name, Policy #, and Status.

<i>September 2018</i>		
Policy Name	Policy #	Status
Prevalent Medial Conditions	S.M.17	Deferred to GAP 2018-12-11
Provision of Requested Information to an Individual Trustee	T.15	Referred to Pending List
Electronic Participation in Meetings of the Board, etc	T.19	Referred to Board 2018-11-14
Filling a Trustee Vacancy	T.18	Approved at Board 2018-10-18
Whistleblower Policy	A.39	
Employee Involvement in Municipal, Provincial and Federal Elections Policy	H.M.25	

<i>October 2018</i>		
Policy Name	Policy #	Status
Concussion Policy (L. Di Marco)	S.26	Referred to Board 2018-11-14
Religious Accommodation (G. Iuliano-Marrello)	S.22	Deferred 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	
Sweatshop Policy (F. Cifelli)	F.P.04	
Trustee Services and Expenditures (?)	T.17	
Alcohol and Other Drugs (L. Di Marco)	S.S.03	Referred to Pending List
Access to Students In Schools Policy (P. Matthews and P. Aguiar)	S.S.04	
Filling a Trustee Vacancy	T.18	

2. The status column will contain one of the following predetermined status types in order to inform the public of the current state of each policy under review:
 - a. Deferred to GAP <DATE>
 - b. Referred to Board <DATE>
 - c. Approved by Board <DATE>
 - d. Referred to pending list

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

E. STAFF RECOMMENDATION

In accordance with the recommendation of the Governance and Policy committee, staff recommends that the Board approve the changes to the TCDSB policy website outlined in this report.