



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

REVIEW OF POLICY REGISTER CATEGORIES (UPDATE)

*But all things should be done decently and in order.
1 Corinthians 14:40*

Created, Draft	First Tabling	Review
January 10, 2017	January 18, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
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.



R. McGuckin
Associate Director of Academic Affairs

A. Sangiorgio
Associate Director of Planning and Facilities

C. Jackson
Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier
Director of Education

A. EXECUTIVE SUMMARY

This report reviews the current policy register categories and makes recommendations for clarity and ease of reference by the public including considerations discussed at the November 8, 2016 Governance and Policy meeting.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee by Trustee request through approved motion on November 8, 2016:

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the whole policy be referred back to staff and brought back to the January 2017 meeting of the Governance and Policy Committee, taking into consideration the comments made by the Director and whether we would be able to explore using students or volunteers.

C. BACKGROUND

1. On November 8, 2016, staff recommended maintaining the current categorization on the policy register and re-categorizing certain policies for clarity.
2. During the meeting, Trustees suggested using the following categories:
 - Governance / Board
 - Director's Office & System Information
 - Mission / Vision
 - Special Education & Professional Student Supports
 - Student Health, Safety & Medical Matters
 - Information Technology
 - Programming & Curriculum
 - Human Resources, Employee Services, Staff Health & Safety
 - Parents, Community & Partnerships
 - Communications, Public Affairs & Conflict Resolution
 - School Operations, Admissions, Facilities, Permits and Space
 - Budget, Finance and Purchasing
 - Transportation & Busing
 - Procedures

3. Trustees also suggested that where appropriate (e.g. Pupil Accommodation Review Policy) policies will be cross-referenced in all categories (e.g. Students, Community & Partnerships, School Operations) for ease of reference by all.
4. There was also discussion regarding the search engine ability.
5. Staff were to take away ideas discussed and assess what needs to be done, how long it would take and how much it would cost.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In assessing whether all of the policies can be re-categorized, re-lettered and re-numbered, it was clear that this would require large amounts of time from staff in addition to many TCDSB documents, websites and other communications to be revised Board-wide. At this time, the Board does not have the funds or resources to devote to such an undertaking.
2. However, to address Trustees suggestions for re-categorization, in discussions with Technical Services staff, it is possible to add a second tier category to organize policies under. For example:
 - the current Trustees (T.) policies could also be labelled under the “Governance / Board” category suggested by trustees.
 - The current Safe Schools (S.S.) policies, recommended Schools-Health (S.H.) policies could also be labelled under “Student Health, Safety & Medical Matters”
3. Adding a second-tier of categorization would require time from staff to: (1) designate each policy and procedure with the new second tier category; (2) add the new categories to the policy register; and (3) update each policy on the policy register to fall under the new second tier category.
4. After discussion with Technical Services staff regarding Trustees’ concerns regarding ease of reference by the public, the policy register online was updated to “Show Help” at all times to help users better understand how to use the policy register. The policies were updated to be in alphabetical order rather than number/section order. These changes should create a more “user-friendly” experience on the policy register.
5. Discussions regarding keyword search were also had with Technical Services staff. Each policy has a limited amount of designated keywords

associated with it. There is a possibility to add to the keywords to make searching for topics easier.

6. Updating keywords will require policy development staff analysing every policy and identifying keywords to attach to the policies. This information will then be forwarded to Technical Staff who would update each policy on the register with the new identifying keywords.
7. In regard to using students or volunteers, they could potentially be used in the capacity of assisting in identifying keywords and second-tier categories for each policy. However, students and volunteers could not be used for the work of inputting this information by Technical Services staff.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report be monitored by policy development staff.
2. Further reports to Board will be brought as necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Policies will be re-categorized as recommended on the policy register.
2. The changes will be communicated to relevant stakeholders as necessary

G. STAFF RECOMMENDATION

1. Staff recommends that the policy register remain status quo given the funding and resource limitations on the Board at this time.
2. Staff recommend the following updates to policies for ease of reference and categorization:
 - a. Concussion Policy (S. 26), Mental Health and Well Being (S. 03), Anaphylaxis (S.M. 15) and Asthma (S.M. 16) be re-categorized to Schools-Health (S.H.) as follows:
 - i. Concussion Policy (S.H. 01)
 - ii. Mental Health and Well Being (S.H. 02)
 - iii. Anaphylaxis (S.H. 03)
 - iv. Asthma (S.H. 04)

- b. Fundraising in Schools (S.M. 04), Selection of Learning Materials (S.M. 06) and Cafeterias- Secondary Schools (S.M. 13) be re-categorized under Schools (S.) as follows:
 - i. Fundraising in Schools (S. 27)
 - ii. Selection of Learning Materials (S. 28)
 - iii. Cafeterias- Secondary Schools (S. 29)
- c. Fire Emergency Procedures (S.M. 07) be re-categorized under Administration (A.) as follows:
 - i. Fire Emergency Procedures (A. 04)