



## MINUTES

### Attendees

Colleen Kappel, MISA Executive Lead  
 Jamey Robertson, Kenora Catholic DSB  
 Mike Belluz, The Northwest Catholic DSB  
 Jane Lower, Lakehead DSB

Chris Denby, Rainy River DSB  
 Nathan Jankowski, Superior North Catholic DSB  
 Martino Perzan, Thunder Bay Catholic DSB  
 Eric Cotton, Superior Greenstone DSB

### Regrets

TBA, Keewatin-Patricia DSB  
 Sarah Clowes, Superior North Catholic DSB  
 Bob Greer, Ministry of Education  
 Nathan Jankowski, Superior North Catholic DSB

Item	Discussion	Decision / Responsibility
1. Welcome & Introductions	Colleen welcomed everyone.	
2. Additions to the Agenda	Colleen noted Shelley Smith from YRDSB will be joining the meeting at 1:30 pm for item 8.3.	
3. Approval of the Agenda	The agenda was approved.	
4. Approval of the Minutes December 7, 2017	The minutes were approved.	
5. Ontario Education Research Symposium (OERS) Update	<ul style="list-style-type: none"> <li>• There was a good variety of presentations (film and follow up discussion; Seven Fallen Feathers Author Presentation);</li> <li>• Attendees were impressed with the Student Research Panel (Mike) and speakers overall</li> <li>• It was great to have an equity panel with KP presence (Sean Montieth, Director)</li> </ul>	
6. MISA Leads Teleconference	<ul style="list-style-type: none"> <li>• EYE Data Collection               <ul style="list-style-type: none"> <li>○ Paper form and google form; don't expect too much uptake (Chris)</li> <li>○ Other person is following up (Erica)</li> <li>○ Paper version (online or paper registration)</li> <li>○ Purchased software for it –part of Trillium EYE at K (Mike)</li> <li>○ EYE is an electronic registration for Kindergarten (Jane and Donica)</li> </ul> </li> <li>• Interface Tools are not used as much as they would like us to (Jane)               <ul style="list-style-type: none"> <li>○ Different Leads in SGDSB have used it (Erica)</li> </ul> </li> </ul>	
7. Priority #1 – Northern Supports Initiative	There is an action plan for the Northern Support Initiative and there are contracts in place with community partners.	
8. Priority #1 – PIM 8.1. Individual Board Updates	8.1 No update	

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<p>8.2. Software to Track Retention</p> <p><b>8.3. Privacy and Information Management Officer, Shelley Smith, YRDSB Presentation (timed item 1:30 pm)</b></p>	<p>8.2 No update</p> <p>8.3 Shelley Smith, YRDSB joined the meeting to present information on privacy and information management. Key points of her presentation included:</p> <ul style="list-style-type: none"> <li>• Changes with PHIPPA –the Privacy Commission has updated legislation which impacts spec ed, -reporting breaches to the privacy commissioner and notification of the breach to the members professional organization (i.e. OCT)</li> <li>• Had an information session with health care practitioners (SW, OTs, Psychologists) brought in a lawyer from Hicks Morley to look at consent, (and when consent isn't required) –determine who is the HIC and who is the agent—who makes the decision of what is release in a FOI Request</li> <li>• MPHIPP –use of different social media apps (green tools, red tools)</li> <li>• Social Media –classroom teachers have created their own twitter page –teachers are using smiley faces, need to have good protocols in place</li> <li>• Huge privacy breach –downloaded an app onto her I-pad and lost all of her students and their contact info</li> <li>• 205 schools –hard to get the message out; working on videos for staff (teachers, EAs etc.) MISA London has some great videos –very interactive</li> <li>• Training for senior team, new principals and vice-principal to understand MPHIPPA and PPHIPPA; also a training session on what is a record (meeting minutes, notes with a particular student name) –received 65 FOI last year; parents and the child owns all of the records</li> <li>• Use “School Cash Online” and now getting push back from parents</li> <li>• Also getting push back on Edsby –don't want the information put on the platform; very time consuming and expensive; will be going live with attendance and want to get the parents on board</li> </ul>	<p>Colleen will invite Shelley to Thunder Bay with a focus on OSRs and Spec Ed Processes on May 10/11 or May 17/18.</p>

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	<ul style="list-style-type: none"> <li>• Custody and access issues</li> <li>• Children’s lawyer reaching out to schools wanting to interview staff principal should ask the lawyer for a copy of the questions and they respond as a staff</li> <li>• FOI requests –duplication and importance of having policy and procedures in place (would receive same email 8 times) –records management and retention schedule; PIM toolkits is being updated</li> <li>• OSRs –privacy commissioner and human rights –not managing OSR properly; describe the education process;</li> <li>• Parent won a human rights claim – current IEP was not in the OSR –if you get a new assessment that overrides an old one; created an OSR retention schedule</li> <li>• Every OSR request –you have 30 days to respond and only 1 request to delay; the better you retain your records the easier this is to do; if there is a record, you need to keep it</li> <li>• Need an email procedure in place; Shelley is working on this; we are only as good as our policy directives</li> <li>• For spec ed records –use SSNET (all forms are housed in this system)</li> <li>• In schools, guidance offices –do you have a sign out process –person signs and dates that they took the OSR (parent expected the law firm to do the same)</li> <li>• All spec ed staff laptops need to be encrypted; don’t have a cloud for them to use (is it secure)</li> <li>• At RRDSB, PIA has to go to a privacy champion (Chris)</li> <li>• Looking at cyber insurance</li> </ul>	
<p>9. Priority #1 – Regular Attendance at School</p> <p>9.1. Here Campaign Video</p> <p>9.2. Attendance Research</p>	<p>9.1 Watched the HERE video that was released on February 9.</p> <p>9.2 No update</p>	
<p>10. Priority #1 – Promoting Board / School Participation in PNC</p>	<ul style="list-style-type: none"> <li>• Encouraged MISA Leads to connect with other MISA PNCs or provincial initiatives.</li> </ul>	

Item	Discussion	Decision / Responsibility
<p>11. Priority #2 – Action Research Project</p> <p>11.1. KCDSB, Jamey Robertson</p> <p>11.2. LDSB, Jane Lower</p> <p>11.3. RRDSB, Chris Denby</p> <p>11.4. TBCDSB, Martino Perzan</p> <p>11.5. SNCDSB, Nathan Jankowski</p> <p>11.6. SGDSB, Erica Cotton</p> <p>11.7. NWCBSB, Mike Belluz</p>	<p>11.1 Event Centred Learning –several PLC; surveyed student –anecdotal journaling – looking at an increase in engagement.</p> <p>11.2 Currently work on the secondary placemat with the attendance graphs; also connected trauma training to the attendance piece.</p> <p>11.3 Changes in personnel; looking for someone new; using technology. Using Edsby for home communication – tweaking a few things; ready to use.</p> <p>11.4 Investigating correlates on attendance.</p> <p>11.5 No update</p> <p>11.6 Working on math and will get an update for next meeting.</p> <p>11.7 Working on administrator use of technology.</p>	
<p>12. Priority #3.1 – Promoting Board / School Participation in PNC Activities both in Region and Provincially</p>	<p>Item removed from the agenda as this is now identified under item 10.</p>	
<p>13. Website Development</p>	<p>Colleen shared that she and Robin Orr met with Daniel from Generator. An add-on needs to be installed to enable us to upload pdf agendas, minutes and other documents.</p>	
<p>14. Budget Update</p>	<p>There are funds available to host a PIM session as discussed in earlier agenda item.</p>	
<p>15. Next Meeting Date</p>	<p>Review April 23 from 12:00 - 4:30 pm as a potential date.</p>	
<p>16. Adjournment</p>	<p>Meeting was adjourned at 3:00 p.m.</p>	