

THAMES VALLEY DISTRICT SCHOOL BOARD

AGENDA

October 23, 2018, 7:00 P.M.
Board Room, Education Centre

Pages

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7. CONFLICTS OF INTEREST
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OFFICIAL RECORD

We regret to record the death of Kristina Rathbone on October 14. Kristina was the Secretary at Ryerson Public School.

We regret to record the death of Cheryl Ulmer on October 28. Cheryl was the Secretary at Sir Arthur Currie Public School.

THAMES VALLEY DISTRICT SCHOOL BOARD

REGULAR MEETING

**2018 September 25, 7:00 P.M.
BOARD ROOM, EDUCATION CENTRE**

The Board met in regular session on 2018 September 25 in the Board Room at the Education Centre, meeting in public session at 7:02 p.m. The following were in attendance:

TRUSTEES

M. Reid (Chair)	S. Chun
J. Bennett	B. McKinnon
R. Campbell	A. Morell
C. Goodall	S. Polhill
G. Hart	P. Schuyler
P. Jaffe(-8:53)	J. Skinner
I. Frick	R. Tisdale
N. Bajaj	J. Todd

REGRETS

R. Campbell

ADMINISTRATION AND OTHERS

L. Elliott	P. Skinner
S. Mark	P. McKenzie
J. Pratt	M. Moynihan
S. Builder	S. Powell
A. Canham	P. Sydor
R. Culhane	T. Testa
M. Deman	L. Griffith-Jones
K. Edgar	M. Heath(-7:45)
R. Kuiper	A. Chahbar
D. Macpherson	J. Knight(-8:55)
C. Yeo	B. Williams
C. Glaser (-8:55)	S. Smith
R. Kamphuis(-8:55)	

1. CALL TO ORDER

Board Chair M. Reid called the meeting to order at 7:02 p.m. and acknowledged the traditional territory on which the Board meeting is held.

2/3. O CANADA

The appreciation of the Board was extended to St. Georges P.S. for their performance and to Conductor Karen Butler for leading in the playing of O Canada and two musical selections.

4. APPROVAL OF AGENDA

The agenda was approved on motion of Trustee A. Morell, seconded by Trustee G. Hart.

5. OFFICIAL RECORD

B. Williams, Supervisor, Corporate Services, read the following official record into the minutes:

"We regret to record the death of Aleiya Rose Hellowell-Hall on July 30. Aleiya was a student at Parkhill-West Williams Public School."

6. RECOGNITIONS – None

7. CONFLICTS OF INTEREST – None

8. CHAIR'S ANNOUNCEMENTS

Chair Reid reported he attended opening night of the Grand Theater's High School Production.

S. Polhill recognized Home and School Association volunteer Mary Hope for years of service and dedication. Ms. Hope recently passed away.

9. DIRECTOR'S ANNOUNCEMENTS

L. Elliott recognized C. Camillo, Learning Coordinator, T. Kennedy, former Student Trustee, and M. Sereda, Learning Coordinator who have been nominated for the first ever Peace Award from the

Atlohso Native Family Healing Services. The ceremony will be held 2018 October 11 at the London Convention Center.

L. Elliott recognized members of the Communications and ITS departments for their work on the new Board/school websites. The websites have been recognized for three awards this year.

L. Elliott further reported the School within a School Initiative has been nominated for the Community Innovation Award given annually by the Pillar Non Profit Network.

10. PUBLIC INPUT -none

11. MINUTES OF THE 2018 JUNE 26 REGULAR BOARD MEETING AND 2018 SEPTEMBER 11 SPECIAL BOARD MEETING

a. Confirmation of Minutes

The minutes of the Regular Board Meeting of 2018 June 26 were adopted on motion of Trustee A. Morell, seconded by Trustee G. Hart and CARRIED.

The minutes of the Special Board Meeting of 2018 September 11 were adopted on motion of Trustee A. Morell, seconded by Trustee G. Hart and CARRIED.

b. Business Arising from the Minutes

In reference to the minutes of 2018 June 26, agenda item #13.c, K. Edgar advised on the use of a common protocol to ensure enhanced community coordination and response.

Chair Reid confirmed E. Young was appointed to the First Nations Advisory Committee by the Chippewas of the Thames.

12. STUDENT TRUSTEES' UPDATE

a. Student Advisory Council Minutes

The 2018 September 12 minutes of the Student Advisory Council were provided for information.

S. Chun reported on the activities of the Ontario Student Trustee Association noting she has been selected as the Administrations Coordinator for the Executive Council. I. Frick and N. Bajaj reported on the recent meeting of the Student Advisory Council. I. Frick reported she was selected to be the Indigenous Relations Working Group Co-chair for the Ontario Student Trustee Association. N. Bajaj reported she was selected to be the Southwestern Representative for the Public Board Cabinet.

13. PRESENTATIONS FROM ADMINISTRATION

a. Southwestern Ontario Student Transportation Services Start Up

J. Pratt welcomed and introduced M. Heath, Chief Administrative Officer of the Southwestern Ontario Student Transportation Services to provide an overview of the 2018-2019 start up experience.

M. Heath reported on the number of students using STS services, the number of routes, the charter trips completed and planned, changes to the inclement weather policy in relation to fog delays, and the applications available to parents and school staff to ensure effective communication regarding bus runs. Behaviour on the bus continues to be an area of focus. The availability and content of the quarterly reports and the Annual report were described.

Questions of clarification regarding the change to the inclement weather policy and the process for booking charter busses were addressed by M. Heath.

b. 2017-2018 Operational Plan Accomplishments

L. Elliott presented the 2017-2018 Operational Plan Accomplishments acknowledging the work of TVDSB staff.

14. REPORTS FROM THE ADMINISTRATION

a. Video Surveillance System – Proof of Concept of New Centralized Solution and Hardware Replacement Mitigation

S. Builder presented for approval funds to support implementation of a proof of concept for a new centralized video surveillance solution at five TVDSB sites, and the purchase of video surveillance replacement hardware to support current operational needs at all other TVDSB sites with video surveillance systems. Present at the meeting were C. Glaser, Manager Information Technology Services, R. Kamphuis, Project Manager Information Technology Services, J. Knight, Manager Financial Services, and C. Yeo, Manager Facility Services.

C. Glaser provided the rationale for the request and responded to questions of clarification regarding funding, selection of the sites, and use of video surveillance.

Discussion considered the use of Appropriated Accumulated Surplus for the initiative.

The following recommendation was moved by Trustee M. Reid, seconded by Trustee P. Jaffe and CARRIED:

THAT funds not to exceed \$650,000 be appropriated to support implementation of a proof of concept for a new centralized video surveillance solution at five TVDSB sites, and the purchase of video surveillance replacement hardware to support current operational needs at all other TVDSB sites with video surveillance systems. To be funded through unappropriated accumulated surplus.

b. Communications Technology Initiative – Project Management and Interim Telephone Hardware Mitigation

S. Builder presented for approval funds to support project management services for a multi-year, unified communications project; and the purchase of hardware equipment and support services to mitigate disruption within the Board's current telephone system.

C. Glaser provided the rationale for the request highlighting the findings of a recent assessment.

Questions of clarification regarding the role of the proposed project manager and the timing of their hiring were addressed by C. Glaser. It was suggested the project manager be hired for 1 year with the expectation the role be reviewed at budget time to determine if there is a need for a more permanent position in IT. It further was noted the 1-year would be sufficient until the Board made a decision regarding funding following the request for proposal process.

The following recommendation was moved by Trustee R. Tisdale, seconded by Trustee A. Morell and CARRIED:

THAT additional funding of \$100,000 for the purchase of spare equipment and support maintenance services to minimize risk of telephone service disruption to the Board in the event of telephone system hardware failures be approved. To be funded through unappropriated accumulated surplus.

The following recommendation was moved by Trustee R. Tisdale, seconded by Trustee J. Bennet and CARRIED:

THAT funding of \$80,000 for the hire of a 1-year temporary project manager to lead the procurement and multi-year implementation of a new unified communications solution for the board be approved with an option to extend for an additional year, if required, at \$80,000. To be funded through unappropriated accumulated surplus.

c. Business Continuity and Disaster Recovery Budget Request and Project Update

J. Pratt presented for approval funds to support the development of a Business Continuity Plan and a Disaster Recovery Plan.

The following recommendation was moved by Trustee A. Morell, seconded by Trustee R. Tisdale and CARRIED:

THAT an in-year budget request of \$100,000 to pay a third party vendor ("vendor") to research and write a comprehensive Business Continuity Plan ("BCP") and a Disaster Recovery Plan ("DRP") be approved. To be funded through unappropriated accumulated surplus.

15. REPORTS FROM BOARD COMMITTEES

a. Policy Working Committee Report, 2018 June 26

Trustee Morell referred to the written report of the Policy Working Committee (Item 15.a) provided to the Trustees in advance of the meeting. Revised procedures approved by the Committee were provided for information.

In response to a question, D. Macpherson was asked to follow up to determine if the Corporate Email Independent Procedure required additional revisions given the assignment of TVDSB emails to School Council and Thames Valley Parent Involvement Committee members.

b. Chair's Committee Report, 2018 September 18

Trustee Morell referred to the written report of the Chair's Committee (Item 15.b) provided to the Trustees in advance of the meeting.

The following recommendation was moved by Trustee A. Morell, seconded by Trustee R. Tisdale and CARRIED:

THAT the membership to Ontario Public School Board Association be renewed.

c. Special Education Advisory Committee, 2018 September 10

Trustee Goodall referred to the written report of the Special Education Advisory Committee (Item 15.c) provided to the Trustees in advance of the meeting. There were no recommendations.

d. Planning and Priorities Advisory Committee, 2018 September 10

Trustee Goodall referred to the written report of the Planning and Priorities Advisory Committee (Item 15.d) provided to the Trustees in advance of the meeting. There were no recommendations.

e. Audit Committee, 2018 September 11

Trustee Morell referred to the written report of the Audit Committee (Item 15.e) provided to the Trustees in advance of the meeting. There were no recommendations.

f. Thames Valley Parent Involvement Committee, 2018 September 13

Trustee Tisdale referred to the written report of the Thames Valley Parent Involvement Committee (Item 15.f) provided to the Trustees in advance of the meeting. R. Tisdale highlighted the reestablishment of the Parent Engagement Fund encouraging parent groups to apply. In response to a question, D. Macpherson confirmed the rules against the recreational use of cannabis in schools.

g. First Nations Advisory Committee, 2018 September 18

Trustee Schuyler referred to the written report of the First Nations Advisory Committee (Item 15.g) provided to the Trustees in advance of the meeting. There were no recommendations. Administration responded to questions of clarification regarding the Adult FNMI School within a College program.

h. Committee of the Whole, In-Camera Report, 2018 September 11

Trustee Morell advised the Committee of the Whole met in-camera from 5:00 p.m. to 6:14 p.m. The committee discussed personal and legal matters.

The following recommendation was moved by Trustee Morell, seconded by Trustee S. Polhill and CARRIED:

THAT the motions approved at the in-camera session of 2018 September 25 related to personal and legal matters be approved.

16. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

a. Ontario Public School Boards' Association (OPSBA) Update

Chair Reid reported he is attending the OPSBA Board of Directors Meeting 2018 September 28-29 noting the planned content for the two day meeting.

b. Thames Valley Education Foundation (TVEF)

Trustee McKinnon provided a verbal update on the activities of the Thames Valley Education Foundation highlighting the success of the backpack program and noting the tremendous efforts of volunteers. B. McKinnon further advised on the opening for the Community and Corporate Development Assistant position.

17. COMMUNICATIONS

a. Elementary Teachers Federation of Ontario - Provided for information.

18. NOTICE OF MOTION – none

19. MOTION – NOTICE OF WHICH HAS BEEN GIVEN – none

20. ADDITIONAL ITEMS – none

21. QUESTIONS/COMMENTS BY MEMBERS

A. Morell reported on the new subdivision that has been approved in Thorndale enquiring if there is an accommodation plan for West Nissouri P.S. In response, S. Mark reported Capital Planning monitors new residential development noting it takes 6-10 years for new developments to yield students. The tools available to the Board to accommodate students were listed and included accommodation reviews, holding zones and the use of portables.

In response to a question, L. Griffith-Jones confirmed 105 AEDS have been installed. Trustee J. Skinner expressed appreciation noting there are now only nine remaining schools waiting for the installation of AEDs.

R. Tisdale referenced a news article by the Ottawa Sun regarding the practice of grade inflation. D. Macpherson advised he is not aware of the practice, but offered to follow up with school personnel.

22. ADJOURNMENT

The meeting adjourned at 9:29 p.m. on motion of Trustee J. Todd, seconded by Trustee C. Goodall and CARRIED.

Confirmed:

Chairperson

SUMMARY OF APPROVED RECOMMENDATIONS OF 2018 SEPTEMBER 25

THAT funds not to exceed \$650,000 be appropriated to support implementation of a proof of concept for a new centralized video surveillance solution at five TVDSB sites, and the purchase of video surveillance replacement hardware to support current operational needs at all other TVDSB sites with video surveillance systems. To be funded through unappropriated accumulated surplus.

THAT additional funding of \$100,000 for the purchase of spare equipment and support maintenance services to minimize risk of telephone service disruption to the Board in the event of telephone system hardware failures be approved. To be funded through unappropriated accumulated surplus.

THAT funding of \$80,000 for the hire of a 1-year temporary project manager to lead the procurement and multi-year implementation of a new unified communications solution for the board be approved with an option to extend for an additional year, if required, at \$80,000. To be funded through unappropriated accumulated surplus.

THAT an in-year budget request of \$100,000 to pay a third party vendor ("vendor") to research and write a comprehensive Business Continuity Plan ("BCP") and a Disaster Recovery Plan ("DRP") be approved. To be funded through unappropriated accumulated surplus.

THAT the membership to Ontario Public School Board Association be renewed

THAT the motions approved at the in-camera session of 2018 September 25 related to personal and legal matters be approved.

THAMES VALLEY DISTRICT SCHOOL BOARD

SPECIAL BOARD MEETING

2018 October 9
BOARD ROOM, EDUCATION CENTRE

The Board met in public session at 7:00 p.m. on 2018 October 9 in the Board Room at the Education Centre. The following were in attendance:

TRUSTEES

M. Reid (Chair)	S. Polhill
J. Bennett	P. Schuyler
R. Campbell	R. Tisdale
C. Goodall	J. Todd
G. Hart (-8:02)	N. Bajaj
B. McKinnon	S. Chun
A. Morell	I. Frick (-7:45)

ADMINISTRATION AND OTHERS

L. Elliott	C. Beal
J. Pratt	S. Mark
R. Culhane	C. Henriquez
M. Deman	B. Williams
D. Macpherson	

Regrets: Trustees J. Skinner, P. Jaffe

1. CALL TO ORDER

Chair M. Reid called the meeting to order at 7:00 p.m. acknowledging the traditional territory on which the Board meeting is held.

2. O CANADA

The meeting was opened with the playing of O Canada.

3. APPROVAL OF AGENDA

The agenda was approved on motion of Trustee G. Hart, seconded by Trustee S. Polhill.

4. CONFLICTS OF INTEREST – None declared.

5. REPORTS FROM ADMINISTRATION

a. 2018/2019 Education Centre Renewal Projects

J. Pratt presented for approval a number of renewal projects at the Education Centre for 2018-19. Projects were identified as part of the Ministry's School Facility Condition Assessment Program. As part of this program the Education Centre was reviewed in 2015 by a team of engineers from Accruent. Funding for the projects would be through unappropriated accumulated surplus noting school renewal grants may not be used for school administrative buildings.

The following recommendation was moved by Trustee J. Todd, seconded by G. Hart:

That the recommended renewal projects be approved for the Education Centre for 2018/2019.

In response to a question, J. Pratt confirmed Ministry approval is not required.

S. Mark and C. Henriquez described the projects noting they are basic infrastructure-type projects. C. Henriquez clarified the projects identified are for items at the end of their service life.

Questions of clarification regarding recent repairs, their cost, and potential renewal needs in the future were addressed by Administration. With respect to the latter, C. Henriquez advised he would need to run another report to determine additional renewal needs for the next five years.

Discussion considered the proposed funding envelope and the allowable amounts of spending per Ministry parameters.

S. Marks responded to questions regarding investing in the current building or building new noting the cost of a new building would be approximately 25M.

In response to a question regarding the space utilization review currently underway, Administration noted the review would not inform or impact the infrastructure renewal needs as proposed.

In discussion of school renewal needs, S. Mark advised 45 M has been budgeted for school renewal needs in the current school year.

Additional details regarding the proposed costs were requested by Trustees. This included the Accrual report and identification of renewal needs to be addressed in-year.

The following motion was moved by Trustee R. Tisdale, seconded by Trustee A. Morell, and carried:

That the decision on the recommendation for renewal projects at the Education Centre be deferred to the 2018 October 23 Board meeting.

b. International Welcome Centre at Louise Arbour FI PS

L. Elliott, R. Culhane, and S. Mark presented for approval the renovation of rooms 145, 146, and 147 at Louise Arbour FI PS for a new International Welcome Centre and 50-person multi-purpose meeting room funded through unappropriated accumulated surplus.

The rationale, budget and proposed floor plans were outlined.

R. Culhane added the creation of an International Welcome Centre has been in discussion for the last year noting visits to other school boards to visit their Centres.

The following recommendation was moved by Trustee J. Bennett, seconded by Trustee S. Polhill and CARRIED:

That the renovation of rooms 145, 146, and 147 at Louise Arbour F.I. P.S. be approved for a new International Welcome Centre and 50-person multi-purpose meeting room funded through unappropriated accumulated surplus in the amount of 1.735 M.

It was confirmed Ministry approval is not required.

Administration responded to questions regarding the location, the decision to use the proposed site rather than rent, the design of the space, the impact on students at Louise Arbour during construction, bussing routes, services to be provided, collaboration plans, and access by students across the Thames Valley District.

In consideration of growth in French immersion, Administration confirmed there is capacity at Louise Arbour to accommodate future growth. Little impact on the On-the-Ground (OTG) capacity at Montcalm was identified.

6. ADJOURNMENT

The meeting adjourned at 8:16 p.m. on motion of Trustee R. Tisdale, seconded by Trustee A. Morell and CARRIED.

RECOMMENDATIONS:

That the decision on the recommendation for renewal projects at the Education Centre be deferred to the 2018 October 23 Board meeting.

That the renovation of rooms 145, 146, and 147 at Louise Arbour F.I. P.S. be approved for a new International Welcome Centre and 50-person multi-purpose meeting room funded through unappropriated accumulated surplus in the amount of 1.735 M.

Confirmed:

Chairperson

REPORT TO:	<input type="checkbox"/> Administrative Council <input type="checkbox"/> Program and School Services Advisory Committee																						
	<input type="checkbox"/> Policy Working Committee <input type="checkbox"/> Planning and Priorities Advisory Committee																						
	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Other:																						
	<input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> IN-CAMERA																						
TITLE OF REPORT:	2018/2019 Education Centre Renewal Projects																						
PRESENTED BY:	Jeff Pratt, Associate Director of Education and Treasurer, Organizational Support Services Susan Mark, Superintendent Facility Services and Capital Planning Carlos Henriquez, Manager Capital Projects																						
PRESENTED FOR:	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Advice																						
Recommendation(s):	That the Board approves the recommended renewal projects for the Education Centre for 2018/2019 funded through unappropriated surplus for \$2,131,248																						
Purpose:	To provide the Board with a summary of the recommended renewal projects at the Education Centre based on the previous review completed by Accruent.																						
Content:	<p>As part of the Ministry's School Facility Condition Assessment Program, the Ministry has retained third-party facility assessors to conduct non-invasive inspections of school facilities across the province. The Education Centre was reviewed in 2015 by a team of engineers from Accruent.</p> <p>Observations and recommendations from their review has been input into their capital planning software VFA facility. The report and a summary of components identified for replacement or further study is attached along with a budget replacement cost.</p> <p>The following items are recommended to be completed in 2018/2019:</p> <table border="1"> <thead> <tr> <th>System</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Elevators & Lifts - Passenger Elevator - Hydraulic</td> <td>431,533</td> </tr> <tr> <td>Sanitary Waste</td> <td>10,200</td> </tr> <tr> <td>Rain Water Drainage</td> <td>10,200</td> </tr> <tr> <td>Chilled water distribution systems - Piping System</td> <td>10,200</td> </tr> <tr> <td>Heating water distribution systems - Piping System</td> <td>10,200</td> </tr> <tr> <td>Lighting Equipment - Emergency Lighting - Battery Back-ups</td> <td>106,099</td> </tr> <tr> <td>Fire Alarm Systems</td> <td>397,816</td> </tr> <tr> <td>Roadways (Costs Updated from Stantec Investigation)</td> <td>1,155,000</td> </tr> <tr> <td>Parking Lots (Included Above)</td> <td>0</td> </tr> <tr> <td>Total</td> <td>2,131,248</td> </tr> </tbody> </table> <p>The following items have been identified for inclusion into the 2019/2020 Budget.</p>	System	Cost	Elevators & Lifts - Passenger Elevator - Hydraulic	431,533	Sanitary Waste	10,200	Rain Water Drainage	10,200	Chilled water distribution systems - Piping System	10,200	Heating water distribution systems - Piping System	10,200	Lighting Equipment - Emergency Lighting - Battery Back-ups	106,099	Fire Alarm Systems	397,816	Roadways (Costs Updated from Stantec Investigation)	1,155,000	Parking Lots (Included Above)	0	Total	2,131,248
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Cost/Savings:	\$2,131,248																						
Timeline:	TBD																						
Communications:																							
Appendices:	Education Centre System Summary List - Five Year Capital Planning Timeframe																						

Strategic Priority Area(s):

Relationships:

- ☐ Students, families and staff are welcomed, respected and valued as partners.
- ☐ Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community.
- ☐ Create opportunities for collaboration and partnerships.

Equity and Diversity:

- ☐ Create opportunities for equitable access to programs and services for students.
- ☐ Students and all partners feel heard, valued and supported.
- ☐ Programs and services embrace the culture and diversity of students and all partners.

Achievement and Well-Being:

- ☐ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
- ☐ Staff will demonstrate excellence in instructional practices.
- ☒ Enhance the safety and well-being of students and staff.

Form Revised October 2018

We build each student's tomorrow, every day



System List Report
By Asset Name

Currency : CAD

Board: Thames Valley District School Board Asset: Education Centre, Building ID 5177-B01 5177-B01
Campus: Education Centre, Campus ID 5177 : 11,843SM
Asset Replacement Value: \$24,824,820

System Category	System Name	Lifetime	Renewal Action FY	Date Inspected	Replacement Cost	Recommended Replacement Cost	Comments
B2020 - Exterior Windows	Exterior Windows	32	2019	Mar 27, 2015	850,233	0	Item may be deferred past five year capital planning timeframe
B2030 - Exterior Doors	Exterior Doors	15	2019	Mar 27, 2015	79,560	79,560	
B203004 - Exterior Doors - Overhead and Roll-up	Exterior Doors - Overhead Doors	15	2018	Mar 27, 2015	9,573	0	Item may be deferred past five year capital planning timeframe
B203008 - Exterior Doors - Hardware	Exterior Doors Hardware	15	2019	Mar 27, 2015	25,459	0	Item may be deferred past five year capital planning timeframe
B3010 - Roof Coverings	Roof Coverings - Addition 5	22	2015	Mar 27, 2015	2,415	0	Completed
B3010 - Roof Coverings	Roof Coverings - Addition 6	22	2015	Mar 27, 2015	18,877	0	Completed
B3010 - Roof Coverings	Roof Coverings - Roof Area A, E, L	22	2015	Mar 27, 2015	324,421	0	Completed
B3010 - Roof Coverings	Roof Coverings - Roof Area B,C,F,G,J,M,N,O	22	2015	Mar 27, 2015	294,130	0	Completed
B3010 - Roof Coverings	Roof Coverings - Roof Area D&P	22	2020	Mar 27, 2015	25,243	0	Completed
B3010 - Roof Coverings	Roof Coverings - Roof Area H, I K	22	2019	Mar 27, 2015	263,400	0	Completed
C1020 - Interior Doors	Interior Doors	25	2020	Mar 27, 2015	1,423,594	0	Item may be deferred past five year capital planning timeframe
C102007 - Interior Doors - Hardware	Interior Doors Hardware	25	2019	Mar 27, 2015	195,187	0	Item may be deferred past five year capital planning timeframe
C103002 - Fittings - Washroom Accessories	Fittings - Washroom	15	2018	Mar 27, 2015	84,150	84,150	
C103018 - Fittings - Window Coverings	Fittings - Auditorium Seating	25	2016	Mar 27, 2015	175,024	0	Item may be deferred past five year capital planning timeframe
C2010 - Stair Construction	Interior Stair Construction	40	2020	Mar 27, 2015	1,020,000	0	Item may be deferred past five year capital planning timeframe
C2010 - Stair Construction	Interior Stair Construction - Addition 2	40	2020	Mar 27, 2015	51,000	0	Item may be deferred past five year capital planning timeframe
C2010 - Stair Construction	Interior Stair Construction - Addition 3	40	2020	Mar 27, 2015	408,000	0	Item may be deferred past five year capital planning timeframe
C2010 - Stair Construction	Interior Stair Construction - Addition 6	40	2020	Mar 27, 2015	102,000	0	Item may be deferred past five year capital planning timeframe
C2020 - Stair Finishes	Stair Finishes	30	2020	Mar 27, 2015	110,323	0	Item may be deferred past five year capital planning timeframe
C2020 - Stair Finishes	Stair Finishes - Addition 3	30	2020	Mar 27, 2015	41,371	0	Item may be deferred past five year capital planning timeframe
C2020 - Stair Finishes	Stair Finishes - Addition 6	30	2020	Mar 27, 2015	10,078	0	Item may be deferred past five year capital planning timeframe
C301005 - Wall Finishes - Paint	Wall Finishes - Paint	5	2017	Mar 27, 2015	176,259	176,259	
C302002 - Floor Finishes - Terrazzo	Floor Finishes - Terrazzo	75	2020	Mar 27, 2015	175,112	0	
C302003 - Floor Finishes - Wood	Floor Finishes - Hardwood	20	2016	Mar 27, 2015	18,841	0	
C302005 - Floor Finishes - Carpet	Floor Finishes - Carpet	10	2018	Mar 27, 2015	289,175	289,175	
C302005 - Floor Finishes - Carpet	Floor Finishes - Carpet	10	2020	Mar 27, 2015	66,779	66,779	
C302007 - Floor Finishes - Painted Sealed Concrete	Floor Finishes - Painted/Sealed Concrete	15	2020	Mar 27, 2015	9,071	9,071	
C302011 - Floor Finishes - Quarry Tile	Floor Finishes - Quarry Tile	30	2020	Mar 27, 2015	20,301	20,301	
C302015 - Floor Finishes - Vinyl Sheet	Floor Finishes - Vinyl Sheet	15	2016	Mar 27, 2015	19,313	19,313	
C302017 - Floor Finishes - Composite	Floor Finishes - Vinyl Tile	20	2016	Mar 27, 2015	26,397	26,397	
C303002 - Ceiling Finishes - Plaster	Ceiling Finishes - Plaster	30	2020	Mar 27, 2015	560,073	560,073	
C303003 - Ceiling Finishes - Gypsum	Ceiling Finishes - GWB	30	2020	Mar 27, 2015	16,114	16,114	
C303004 - Ceiling Finishes - Acoustic	Ceiling Finishes - ACT	25	2017	Mar 27, 2015	235,634	0	Addressed through previous project
C303004 - Ceiling Finishes - Acoustic	Ceiling Finishes - ACT	25	2020	Mar 27, 2015	44,601	0	Addressed through previous project
C303006 - Ceiling Finishes - Paint	Ceiling Finishes - Painted Ceiling Structure	15	2020	Mar 27, 2015	53,020	53,020	
D101012 - Elevators and Lifts - Passenger - Hydraulic	Elevators & Lifts - Passenger Elevator - Hydraulic	30	2017	Mar 27, 2015	431,533	431,533	
D2010 - Plumbing Fixtures	Plumbing Fixtures	25	2020	Mar 27, 2015	311,100	311,100	
D2010 - Plumbing Fixtures	Plumbing Fixtures - Addition 2	25	2020	Mar 27, 2015	11,220	11,220	
D2010 - Plumbing Fixtures	Plumbing Fixtures - Addition 3	25	2020	Mar 27, 2015	116,280	116,280	
D2010 - Plumbing Fixtures	Plumbing Fixtures - Addition 6	25	2020	Mar 27, 2015	28,560	28,560	
D2010 - Plumbing Fixtures	Plumbing Fixtures - Washroom Fixtures	25	2017	Mar 27, 2015	95,880	95,880	
D202035 - Domestic Water Distribution - Water Treatment Systems	Domestic Water Distribution	30	2020	Mar 27, 2015	431,746	431,746	
D202035 - Domestic Water Distribution - Water Treatment Systems	Domestic Water Distribution - Addition 1	30	2020	Mar 27, 2015	12,730	12,730	
D202035 - Domestic Water Distribution - Water Treatment Systems	Domestic Water Distribution - Addition 2	30	2020	Mar 27, 2015	15,382	15,382	
D202035 - Domestic Water Distribution - Water Treatment Systems	Domestic Water Distribution - Addition 3	30	2020	Mar 27, 2015	162,302	162,302	
D202035 - Domestic Water Distribution - Water Treatment Systems	Domestic Water Distribution - Addition 6	30	2020	Mar 27, 2015	40,310	40,310	
D2030 - Sanitary Waste	Sanitary Waste	37	2017	Mar 27, 2015	678,992	0	Study to be completed
D2030 - Sanitary Waste	Sanitary Waste - Addition 1	37	2020	Mar 27, 2015	16,684	0	
D2030 - Sanitary Waste	Sanitary Waste - Addition 2	37	2020	Mar 27, 2015	19,815	0	
D2030 - Sanitary Waste	Sanitary Waste - Addition 3	37	2020	Mar 27, 2015	209,346	0	
D2030 - Sanitary Waste	Sanitary Waste - Addition 6	37	2021	Mar 27, 2015	52,026	0	
D2040 - Rain Water Drainage	Rain Water Drainage	37	2017	Mar 27, 2015	678,953	0	Study to be completed
D2040 - Rain Water Drainage	Rain Water Drainage - Addition 3	37	2020	Mar 27, 2015	24,264	0	
D301002 - Energy Supply System - Natural Gas	Gas Supply System	35	2020	Mar 27, 2015	1,494,598	0	Study to be completed
D302099 - Heat Generating - Other	Roof Top Unit - Addition 1	25	2015	Mar 27, 2015	150,000	150,000	
D303012 - Chilled Water Systems - Cooling Towers	Chilled Water System - Cooling Tower	25	2016	Mar 27, 2015	127,296	0	Completed
D304001 - Distribution Systems - Air Distribution, Heating & Cooling	Air Distribution, Heating & Cooling - Ductwork	30	2016	Mar 27, 2015	1,456,163	0	Addressed through previous project
D304001 - Distribution Systems - Air Distribution, Heating & Cooling	Chilled water distribution systems - Piping System	45	2018	Mar 27, 2015	578,617	0	Addressed through previous project
D304003 - Distribution Systems - Heated Water Distribution Systems	Heating water distribution systems - Piping System	45	2017	Mar 27, 2015	1,015,939	0	Addressed through previous project
D304007 - Distribution Systems - Exhaust Systems	Exhaust Systems	15	2020	Mar 27, 2015	197,309	197,309	
D304007 - Distribution Systems - Exhaust Systems	Exhaust Systems	15	2016	Mar 27, 2015	25,459	25,459	
D304007 - Distribution Systems - Exhaust Systems	Exhaust Systems - Addition 3	15	2020	Mar 27, 2015	70,013	70,013	
D304008 - Air Handling Units	Air Handling Units	35	2017	Mar 27, 2015	893,520	893,520	
D304008 - Air Handling Units	Air Handling Units - Addition 3	35	2020	Mar 27, 2015	290,799	290,799	
D305001 - Terminal and Package Units - Unit Ventilators	Terminal & Package Units - Addition 1	15	2020	Mar 27, 2015	45,827	45,827	
D305001 - Terminal and Package Units - Unit Ventilators	Terminal & Package Units - Addition 2	15	2020	Mar 27, 2015	36,438	36,438	
D305001 - Terminal and Package Units - Unit Ventilators	Terminal & Package Units - Addition 3	15	2020	Mar 27, 2015	494,227	494,227	
D305002 - Terminal and Package Units - Unit Heaters	Unit Heaters	15	2016	Mar 27, 2015	24,174	0	Completed
D305003 - Terminal and Package Units - Fan Coil Units	Fan Coil Units	15	2016	Mar 27, 2015	33,660	0	Completed
D305004 - Terminal and Package Units - Fin Tube Radiation	Fin Tube Radiation Units	15	2016	Mar 27, 2015	1,690,344	1,690,344	
D306002 - Controls and Instrumentation - Electronic	Controls & Instrumentation	15	2016	Mar 27, 2015	509,120	250,000	Reduced as part of preliminary investigation through Greenhouse Gas Reduction Funding
D306002 - Controls and Instrumentation - Electronic	Controls & Instrumentation - Addition 1	15	2020	Mar 27, 2015	48,187	48,187	
D3090 - Other HVAC Systems and Equipment	DX w/Air Cooled Remote Condensing Units (Thames Room)	15	2017	Mar 27, 2015	38,148	38,148	
D3090 - Other HVAC Systems and Equipment	Other HVAC Systems and Equipment - Walk-in Refrigerator/Freezer	25	2016	Mar 27, 2015	16,932	0	Not Applicable
D3090 - Other HVAC Systems and Equipment	Radiant Floor Heating of Ramp	15	2016	Mar 27, 2015	45,900	0	Not Applicable
D4010 - Sprinklers	Sprinklers	40	2020	Mar 27, 2015	339,739	339,739	
D4010 - Sprinklers	Sprinklers - Addition 2	40	2020	Mar 27, 2015	10,278	10,278	
D4010 - Sprinklers	Sprinklers - Addition 3	40	2020	Mar 27, 2015	123,850	123,850	
D4010 - Sprinklers	Sprinklers - Addition 6	40	2024	Mar 27, 2015	27,648	27,648	
D4020 - Standpipes	Standpipe Systems	47	2020	Mar 27, 2015	54,266	54,266	
D4020 - Standpipes	Standpipe Systems - Addition 3	47	2020	Mar 27, 2015	19,783	19,783	
D501001 - Electrical Service and Distribution - Main Transformer	Main Transformers	45	2020	Mar 27, 2015	1,605,203	1,605,203	
D501002 - Electrical Service and Distribution - Secondary Transformer	Secondary	40	2020	Mar 27, 2015	603,211	603,211	
D501002 - Electrical Service and Distribution - Secondary Transformer	Secondary - Addition 3	40	2020	Mar 27, 2015	219,911	219,911	
D501003 - Electrical Service and Distribution - Main Switchboard	Main Switchboards	40	2020	Mar 27, 2015	271,973	271,973	
D501003 - Electrical Service and Distribution - Main Switchboard	Main Switchboards - Addition 3	40	2020	Mar 27, 2015	99,144	99,144	
D501099 - Electrical Service and Distribution - Other	Other Service and Distribution	30	2020	Mar 27, 2015	250,918	250,918	
D501099 - Electrical Service and Distribution - Other	Other Service and Distribution - Addition 3	30	2020	Mar 27, 2015	91,486	91,486	
D502001 - Lighting and Branch Wiring - Branch Wiring	Branch Wiring - Addition 1	40	2020	Mar 27, 2015	35,431	35,431	
D502001 - Lighting and Branch Wiring - Branch Wiring	Branch Wiring - Addition 2	40	2020	Mar 27, 2015	42,137	42,137	
D502001 - Lighting and Branch Wiring - Branch Wiring	Branch Wiring - Addition 3	40	2020	Mar 27, 2015	508,703	508,703	
D502001 - Lighting and Branch Wiring - Branch Wiring	Branch Wiring - Addition 4	40	2020	Mar 27, 2015	19,206	19,206	
D502001 - Lighting and Branch Wiring - Branch Wiring	Branch Wiring - Addition 6	40	2024	Mar 27, 2015	113,413	113,413	
D502003 - Lighting and Branch Wiring - Interior Lighting	Lighting Equipment	30	2020	Mar 27, 2015	805,655	0	Completed
D502003 - Lighting and Branch Wiring - Interior Lighting	Lighting Equipment - Addition 1	30	2020	Mar 27, 2015	20,531	0	Completed
D502003 - Lighting and Branch Wiring - Interior Lighting	Lighting Equipment - Addition 2	30	2020	Mar 27, 2015	24,339	0	Completed
D502003 - Lighting and Branch Wiring - Interior Lighting	Lighting Equipment - Addition 3	30	2020	Mar 27, 2015	293,718	0	Completed
D502003 - Lighting and Branch Wiring - Interior Lighting	Lighting Equipment - Addition 4	30	2020	Mar 27, 2015	11,093	0	Completed
D502006 - Lighting and Branch Wiring - Exit Lighting and Signs	Lighting Equipment - Exit Lighting/Exit Signs	30	2016	Mar 27, 2015	47,758	47,758	
D502007 - Lighting and Branch Wiring - Emergency Lighting	Lighting Equipment - Emergency Lighting - Battery Back-ups	20	2016	Mar 27, 2015	106,099	106,099	
D503001 - Communication and Security - Fire Alarm	Fire Alarm Systems	25	2016	Mar 27, 2015	397,816	397,816	
D503004 - Communication and Security - Public Address	Public Address Systems	20	2020	Mar 27, 2015	84,598	0	Pending IT Communication Initiative
D503008 - Communication and Security - Security	Security Systems	20	2020	Mar 27, 2015	108,779	0	Pending IT Communication Initiative
D503008 - Communication and Security - Security	Security Systems - CCTV	20	2017	Mar 27, 2015	62,048	62,048	Pending IT Communication Initiative
D509002 - Other Electrical - Emergency Lighting and Power	Emergency Lighting & Power	30	2020	Mar 27, 2015	172,584	172,584	
D509003 - Other Electrical - Grounding	Grounding Systems	50	2020	Mar 27, 2015	16,591	16,591	
G201003 - Roadways - Paved	Roadways	15	2016	Mar 27, 2015	84,250	1,155,000	Budget based on Geotechnical Investigation
G202003 - Parking Lots - Paved	Parking Lots	15	2016	Mar 27, 2015	768,245	0	Costs included as part of Roadways project
G203003 - Pedestrian Paving - Paved	Pedestrian Paving	25	2016	Mar 27, 2015	25,264	0	Costs included as part of Roadways project
G204001 - Site Development - Fencing and Gates	Fencing & Gates	20	2016	Mar 27, 2015	66,645	66,645	
G204005 - Site Development - Signage	Signage	15	2020	Mar 27, 2015	44,532	44,532	
G30 - Site Mechanical Utilities	Site Civil/Mechanical Utilities	30	2019	Mar 27, 2015	1,352,352	0	Item may be deferred past five year capital planning timeframe
G4020 - Site Lighting	Site Lighting	23	2020	Mar 27, 2015	13,086	0	Completed
Asset: Education Centre, Building ID 5177-B01 5177-B01					28,786,794	13,792,896	
Campus: Education Centre, Campus ID 5177							
Board: Thames Valley District School Board							
Summary							

REPORT TO:	<input type="checkbox"/> Administrative Council	<input type="checkbox"/> Program and School Services Advisory Committee
	<input type="checkbox"/> Policy Working Committee	<input type="checkbox"/> Planning and Priorities Advisory Committee
	<input checked="" type="checkbox"/> Board	<input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Multi-year Operational Plan 2018 - 2019	
PRESENTED BY:	Laura Elliott, Director of Education	
PRESENTED FOR:	<input type="checkbox"/> Approval	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Advice
Recommendation(s):		
Purpose:	To provide input on the Multi-Year Operational Plan 2018 – 2019.	
Content:	<p>The 2018 – 2019 Multi-year Operational Plan consists of five strategic objectives in support of the three priorities and goals within the new Board Strategic Plan 2018 – 2021. Each strategic objective also outlines the actions to be undertaken over this school year.</p> <p>Updates on progress will be provided to trustees at the Board's advisory committees.</p>	
Cost/Savings:		
Timeline:		
Communications:	<p>To be posted on the Board website</p> <p>Distribution to the System</p>	
Appendices:	Multi-year Operational Plan 2018 - 2019	

Strategic Priority Area(s):

Relationships:

- ☒ Students, families and staff are welcomed, respected and valued as partners.
- ☒ Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community.
- ☒ Create opportunities for collaboration and partnerships.

Equity and Diversity:

- ☒ Create opportunities for equitable access to programs and services for students.
- ☒ Students and all partners feel heard, valued and supported.
- ☒ Programs and services embrace the culture and diversity of students and all partners.

Achievement and Well-Being:

- ☒ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
 - ☒ Staff will demonstrate excellence in instructional practices.
 - ☒ Enhance the safety and well-being of students and staff.
-

Form Revised October 2018



Thames Valley District School Board

Operational Plan 2018-2019

Message from the Chair of the Board



In the fall of 2017, we began the process to revise the Thames Valley District School Board Strategic Plan. A Strategic Planning Ad Hoc Committee was formed to receive advice on key aspects of the strategic plan, including our priorities and community consultation.

Strategic Planning consultation meetings were organized in a number of communities within Thames Valley, for the purpose of gathering input from students, parents, staff and community members. The response was overwhelming and impressive, and for that we thank you.

This input, combined with Board and industry data, helped to develop goals that align with the three strategic priorities. Our plan is exciting and bold and will provide direction to our Thames Valley learning community for the next several years.

Thank you to our community for your guidance, input and leadership; we are so happy to have you with us.

A handwritten signature in black ink that reads "Matt Reid".

Matt Reid
Chair of the Board

Introduction

We are proud to have recently launched our new Strategic Plan, which identifies our priorities for our Thames Valley learning community over the next several years. Our newly developed Operational Plan outlines in detail how we will be achieving our strategic objectives; a path to success for all students and staff.

Developed by Thames Valley's leaders, the Operational Plan is clear in its direction forward for how we improve student achievement and well-being, build relationships and provide equitable and inclusive learning and working environments.



This plan guides our work to ensure we are meeting the needs of students and families we serve. In this time of rapid change, our students need to be knowledgeable about global issues, attuned to diverse perspectives, able to communicate ideas, critically think to solve problems, and act toward the common good.

This plan aligns our work and supports our Thames Valley students to be successful in an increasingly competitive global economy. We want our staff to recognize the valuable role they play on that critical journey as we work together to build a strong foundation for all students.

A handwritten signature in black ink that reads "Laura Elliott".

Laura Elliott,
Director of Education

RELATIONSHIPS	EQUITY AND DIVERSITY	ACHIEVEMENT AND WELL-BEING
✓ Students, families and staff are welcomed, respected and valued as partners.	✓ Create opportunities for equitable access to programs and services for students.	✓ Staff will demonstrate excellence in instructional practices.
✓ Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community.	✓ Programs and services embrace the culture and diversity of students and all partners.	✓ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
✓ Create opportunities for collaboration and partnerships.	✓ Students and all partners feel heard, valued and supported.	✓ Enhance the safety and well-being of students and staff.

REL	E&D	AWB
✓	✓	✓
✓		✓
✓	✓	

Objective: *Improve Student Achievement in Mathematics*

Actions	Expected Outcomes	Short-term Indicators	Long-term Measures of Success
<p>Support school-based math leaders (i.e., school administrators, Elementary Math Lead Teachers, Grade 9 Spotlight Teachers) to develop their instructional leadership capacity in mathematics.</p> <p>Provide job-embedded professional learning opportunities that focus on research-based instructional practices.</p> <p>Provide school-based communications and learning activities to engage families in their children's learning of mathematics.</p>	<p>School-based math leaders use content and pedagogical knowledge to support classroom practice.</p> <p>Educators have increased content knowledge, skills and instructional capacity in mathematics.</p> <p>Engaged families understand what their child is expected to learn in math, and how they can support that learning at home.</p>	<p>School level math leaders facilitate professional learning sessions, as evidenced by an audit of agendas and Superintendent visits.</p> <p>Administrators and Math Leads report increased confidence, knowledge, and skills in leading instructional programming in mathematics.</p> <p>Job-embedded professional learning opportunities are provided equitably across our system.</p> <p>Changes in practice are observed through classroom walkthrough data and Superintendent visits.</p> <p>Review EQAO student perceptual data to establish a baseline for long-term goal of improvement.</p> <p>Audit of school-based communication documents (e.g., newsletter inserts, math activities provided by classroom teacher, math nights, speakers) through school administrator and math lead surveys.</p>	<p>Classroom walkthrough data shows improvement in math instructional and assessment practices in order to meet individual student learning needs.</p> <p>Decreased requests for support from Math Learning Coordinators because the school math team is able to provide this support.</p> <p>EQAO Math results have improved by 2% (grades 3, 6, and 9).</p> <p>Achieving Excellence in Applied Courses (AEAC) reporting shows positive changes in teacher practice and student achievement in mathematics.</p> <p>Increase in credit accumulation in math with a specific focus on compulsory applied level math courses.</p> <p>EQAO student perceptual data indicates increased involvement and support from families.</p> <p>Families report increased understanding and engagement in their child's learning of mathematics through a family survey.</p>

RELATIONSHIPS	EQUITY AND DIVERSITY	ACHIEVEMENT AND WELL-BEING
✓ Students, families and staff are welcomed, respected and valued as partners.	✓ Create opportunities for equitable access to programs and services for students.	✓ Staff will demonstrate excellence in instructional practices.
✓ Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community.	✓ Programs and services embrace the culture and diversity of students and all partners.	✓ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
✓ Create opportunities for collaboration and partnerships.	✓ Students and all partners feel heard, valued and supported.	✓ Enhance the safety and well-being of students and staff.

REL	E&D	AWB
✓	✓	✓
		✓
✓	✓	

Objective: Improve the Five Year Graduation Rate

Actions	Expected Outcomes	Short-term Indicators	Long-term Measures of Success
<p>Intentionally monitor the success of all students, and proactively intervene with evidence-based strategies, with a focus on grade 7 to 12 students.</p> <p>Support schools to implement effective school-based literacy practices and interventions to improve the literacy skills of our elementary and secondary students.</p>	<p>System-level tracking will be implemented to support school and system teams to monitor progress for students not on-track for graduation.</p> <p>Student data used to provide differentiated supports for students not on-track for graduation.</p> <p>A balanced literacy program that closely monitors and intervenes with elementary students who are not successfully developing their literacy skills.</p> <p>Literacy instruction and assessment practices will be designed and delivered to meet the needs of all learners.</p>	<p>Evidence of individualized supports for students not on-track for graduation.</p> <p>Schools proactively intervene prior to extended student absence.</p> <p>Increase in grade 9 and 10 credit accumulation.</p> <p>Development of Board Literacy Plan, including an OSSLT system support plan.</p> <p>Junior EQAO data is intentionally used in all schools to support next steps in grades 7 and 8.</p> <p>There is evidence of effective transition planning to support student achievement in literacy.</p> <p>Classroom walkthrough data shows improvement in literacy instruction and assessment practices in order to meet individual student learning needs.</p> <p>Current OSSLT practices in secondary are identified by school-based literacy teams and shared at the system-level.</p>	<p>Improvement in the five-year graduation rate by 5%.</p> <p>Implementation of the Board Literacy Plan.</p> <p>Evidence of effective partnerships between Elementary and Secondary teachers for literacy success.</p> <p>Comprehensive transition plans are in place for students requiring additional supports.</p> <p>EQAO results in grade 3 and 6 (Reading and Writing) have improved by 2%.</p> <p>Increase in the number of first-time eligible students passing OSSLT by 1%.</p> <p>Establish and implement system-wide plan for literacy interventions and supports for OSSLT.</p>

RELATIONSHIPS	EQUITY AND DIVERSITY	ACHIEVEMENT AND WELL-BEING
✓ Students, families and staff are welcomed, respected and valued as partners.	✓ Create opportunities for equitable access to programs and services for students.	✓ Staff will demonstrate excellence in instructional practices.
✓ Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community.	✓ Programs and services embrace the culture and diversity of students and all partners.	✓ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
✓ Create opportunities for collaboration and partnerships.	✓ Students and all partners feel heard, valued and supported.	✓ Enhance the safety and well-being of students and staff.

REL	E&D	AWB
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✓	✓	
✓	✓	✓

Objective: Enhance Communication and Engagement Within Our TVDSB Community

Actions	Expected Outcomes	Short-term Indicators	Long-term Measures of Success
<p>Design and implement solutions to enhance communications for students, staff, families and the community.</p> <p>Build service capacity among staff to improve information sharing, positive interactions and effective relationships.</p>	<p>System and school communications are modernized and integrated.</p> <p>Barriers to effective communications at the system level and in schools are identified and removed.</p> <p>Families will know what their children will be learning and how to support them with homework.</p> <p>Improved service to TVDSB customers and community stakeholders.</p>	<p>Approval to implement system-wide unified communications solution.</p> <p>Modernized communications platform deployed that supports multiple methods of information sharing.</p> <p>School teams will determine communication needs of their community and remove barriers.</p> <p>Anecdotal feedback will be collected to engage and support families.</p> <p>A defined service philosophy will be developed, targeted at enhancing stakeholder relationships.</p>	<p>An integrated, standardized and unified communications solution is deployed and used throughout TVDSB.</p> <p>Families know what student information is available and where to find it.</p> <p>Schools use a variety of communication methods to interact with families.</p> <p>Anecdotal feedback from families demonstrates that they feel engaged and supported in their child's educational experiences.</p>

RELATIONSHIPS	EQUITY AND DIVERSITY	ACHIEVEMENT AND WELL-BEING
✓ Students, families and staff are welcomed, respected and valued as partners.	✓ Create opportunities for equitable access to programs and services for students.	✓ Staff will demonstrate excellence in instructional practices.
✓ Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community.	✓ Programs and services embrace the culture and diversity of students and all partners.	✓ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
✓ Create opportunities for collaboration and partnerships.	✓ Students and all partners feel heard, valued and supported.	✓ Enhance the safety and well-being of students and staff.

REL	E&D	AWB
✓	✓	✓
	✓	✓
✓	✓	

Objective: Create Secondary Learning Experiences and Environments that are Engaging, Inclusive and Relevant

Actions	Expected Outcomes	Short-term Indicators	Long-term Measures of Success
<p>Respond to the needs of today's learners, expand the capacity of secondary school educators to implement effective instructional and assessment practices.</p> <p>Realign the use of space and resources to facilitate the sustainable delivery of programs in our secondary schools.</p>	<p>Educators understand when and how to utilize and apply a wide range of effective evidence-based instructional and assessment practices.</p> <p>Global Competencies are embedded in all secondary classrooms.</p> <p>Students have access to a range of secondary school program offerings within their schools and region.</p> <p>Secondary attendance areas (school boundaries) will better support the sustainable delivery of programs.</p>	<p>Classroom walkthrough data reveals the implementation of Learning for All, Growing Success and Global Competencies.</p> <p>Implementation of the Board Experiential Learning Plan.</p> <p>An audit of secondary school programs determines equitable distribution across region.</p> <p>Attendance area review completed and a plan has been developed.</p> <p>Increasing partnerships with community agencies to provide experiential learning opportunities for students.</p>	<p>Improvement in the five-year graduation rate by 5%.</p> <p>Observations, conversations, and products reflect student application of Global Competencies.</p> <p>Equitable access to secondary school programs regionally.</p> <p>Recommendations of the attendance area (school boundaries) review are implemented, resulting in greater student access to programs and a more effective use of existing facilities.</p>

RELATIONSHIPS	EQUITY AND DIVERSITY	ACHIEVEMENT AND WELL-BEING
✓ Students, families and staff are welcomed, respected and valued as partners.	✓ Create opportunities for equitable access to programs and services for students.	✓ Staff will demonstrate excellence in instructional practices.
✓ Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community.	✓ Programs and services embrace the culture and diversity of students and all partners.	✓ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
✓ Create opportunities for collaboration and partnerships.	✓ Students and all partners feel heard, valued and supported.	✓ Enhance the safety and well-being of students and staff.

REL	E&D	AWB
✓	✓	✓
✓	✓	✓
✓	✓	✓

Objective: Create Equitable and Inclusive Learning and Work Environments for Students and Staff to Achieve Success

Actions	Expected Outcomes	Short-term Indicators	Long-term Measures of Success
<p>Undertake an employee survey to inform policies, programs, and practices.</p> <p>School teams use school climate survey results to inform programming and experiences that enhance student well-being and achievement.</p> <p>Provide opportunities for educators to increase their capacity to deliver inclusive instruction.</p>	<p>New and revised policies, programs and practices support more inclusive working and learning environments.</p> <p>Programming and experiences that lead to enhanced student well-being and achievement.</p> <p>More inclusive instructional practices are implemented in classrooms.</p>	<p>Development of a comprehensive employee survey with input from stakeholders.</p> <p>Collection of the employee survey data from representative number of TVDSB staff.</p> <p>Student needs are identified through the use of school climate survey results.</p> <p>The supports that school teams provide are informed by school climate survey results.</p> <p>Analysis of Safe Schools Action Plans, Bullying Prevention Plans and School Improvement Plans reveal that plans are informed by school climate survey results.</p> <p>Principles of Equity and Inclusion are embedded into all professional learning opportunities.</p> <p>Classroom walkthrough data demonstrate more inclusive curricular resources and instructional strategies.</p>	<p>Employee survey data informs policy and program development, training and professional learning needs of staff.</p> <p>School climate survey results (collected every two years) reflect positive changes in the school environment.</p> <p>Increased school attendance.</p> <p>Decreased suspension rates.</p>

Mission

We build each student's tomorrow, every day.

Vision

The Thames Valley learning community inspires innovation, embraces diversity, and celebrates achievement - a strong foundation for all students.

Our Commitments

We believe in:

Putting the needs of all students first;
Stimulating critical and creative thinking;
Encouraging informed risk taking and innovation;
Setting high standards and clear expectations;
Providing a safe, welcoming, and inclusive environment;
Providing access to resources, and experiences that meet students' strengths and needs;
Valuing all staff as partners in education;
Collaborating with our communities to enhance opportunities for students;
Communicating effectively in a transparent, timely and two-way fashion;
Acknowledging and welcoming parents/families as key partners in student achievement and well-being;
Supporting parents, School Councils, and Home and School Associations;
Promoting and honouring student leadership and student voice; and
Encouraging students to advocate for self and others.



REPORT TO:	<input type="checkbox"/> Administrative Council	<input type="checkbox"/> Program and School Services Advisory Committee
	<input type="checkbox"/> Policy Working Committee	<input type="checkbox"/> Planning and Priorities Advisory Committee
	<input checked="" type="checkbox"/> Board	<input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Secondary Library Learning Commons Renovations 2018-19	
PRESENTED BY:	Sheila Builder, Superintendent of Student Achievement Susan Mark, Superintendent of Facility Services and Capital Planning Carlos Henriquez, Manager Capital Planning Projects	
PRESENTED FOR:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Advice	
Recommendation(s):		
Purpose:	To share with the Board of Trustees the two secondary Library Learning Commons that will be renovated in 2019-20.	
Content:	<p>As part of our commitment to transitioning to Library Learning Commons in our secondary schools as outlined in our Rethink Secondary Learning Plan, Senior Administration has selected two secondary schools that will be renovated in 2019-20. Parkside Collegiate Institute and Huron Park Secondary School will both undergo these renovations in 2019-20.</p> <p>There were six secondary schools who expressed an interest for consideration. Of these six secondary schools, Parkside Collegiate Institute and Huron Park Secondary School were selected for further review by Facility Services.</p> <p>Facility Services engaged an Architect to review and complete design briefs for the above noted schools to confirm feasibility and budgets. AAn inter-disciplinary committee will begin to work on next steps in the design process, which includes feedback from staff and students using the Saunders Secondary School Library Learning Commons.</p>	
Cost/Savings:	<p><u>Parkside Collegiate Institute:</u> approximately \$867 200 from Facility Services (School Condition Improvement/ School Renewal Funds), in addition to Learning Support Services costs (TBD) and school costs (minimum \$25 000)</p> <p><u>Huron Park Secondary School:</u> approximately \$681 800 from Facility Services (School Condition Improvement/ School Renewal Funds), in addition to Learning Support Services costs (TBD) and school costs (minimum \$25 000)</p>	
Timeline:	Tentative Schedule: October to November 2018- Design December 2018- Tender January to July- Construction	
Communications:	School Administration	
Appendices:	N/A	

Strategic Priority Area(s):

Relationships:

- ☒ Students, families and staff are welcomed, respected and valued as partners.
- ☐ Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community.
- ☒ Create opportunities for collaboration and partnerships.

Equity and Diversity:

- ☒ Create opportunities for equitable access to programs and services for students.
- ☒ Students and all partners feel heard, valued and supported.
- ☒ Programs and services embrace the culture and diversity of students and all partners.

Achievement and Well-Being:

- ☐ More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
 - ☒ Staff will demonstrate excellence in instructional practices.
 - ☒ Enhance the safety and well-being of students and staff.
-

Form Revised October 2018

REPORT OF THE POLICY WORKING COMMITTEE

2018 September 25
3:17 p.m. – 3:39 p.m.

MEMBERS

A. Morell (Chair)
J. Bennett

C. Goodall

ADMINISTRATION AND OTHERS

L. Elliott
A. Chabar
C.Yeo (+3:20:-3:29)

S. Smith
L.Abell (+3:20:-3:29)

REGRETS

R. Tisdale

1. **APPROVAL OF AGENDA** – The agenda was approved on motion.
2. **CONFLICTS OF INTEREST** – none declared
3. **COMMITTEE REPORT OF 2018 June 26 AND 2018 SEPTEMBER 25 TRACKING SHEET**
The minutes from 2018 June 26 and the tracking sheet were reviewed.
4. **NEW DRAFT POLICIES/PROCEDURES**
5. **POLICY/PROCEDURES – REQUESTED FOR REVIEW BY COMMITTEE**
6. **EXISTING POLICIES/PROCEDURES UNDER REVISION**
7. **POLICIES/PROCEDURES FOLLOWING PUBLIC INPUT**

a. **Community Use of Building, Facilities and Equipment (Rental Permits) Policy and Procedure**

L. Abell outlined changes to the procedure. Committee members reviewed the public input regarding barbeques. Suggested revisions were captured by L. Abell.

Discussion around smoking by-law enforcement occurred.

The following recommendations was moved and CARRIED:

THAT the revised Community Use of Building, Facilities and Equipment (Rental Permits) Policy be approved.

The following motion was moved and CARRIED:

THAT the revised Community Use of Building, Facilities and Equipment (Rental Permits) Procedure be approved and provided to the Board for information.

b. **Director of Education Performance Review Policy and Procedure**

L. Elliott reported no changes were made. Administration responded to question of clarification. Suggestion revisions were captured by A. Morell.

The following motion was moved and CARRIED:

THAT the Director of Education Performance Review Procedure be approved and provided to the Board for information

The following motion was moved and CARRIED:

THAT the Director of Education Performance Review Policy be approved.

c. Housekeeping: Rescind Asthma and Student Policy (#4019)

It was noted Policy 4019 was replaced with the Supporting Students with Prevalent Medical Conditions Policy in June 2018.

The following motion was moved and CARRIED:

THAT the Asthma and student policy be rescinded.

8. POLICY/PROCEDURES REQUIRING ADDITIONAL CONSIDERATION – None

9. OTHER BUSINESS

The tracking sheet was reviewed.

10. DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for Tuesday, 2018 October 23 in the Governor Simcoe Room.

11. ADJOURNMENT

The meeting adjourned, by motion, at 3:39 p.m.

RECOMMENDATIONS:

THAT the revised Community Use of Building, Facilities and Equipment (Rental Permits) Policy approved.

THAT the Director of Education Performance Review Policy be approved.

THAT the Asthma and student policy be rescinded.

ARLENE MORELL
Committee Chairperson



Title: **COMMUNITY USE OF BUILDINGS,
FACILITIES AND EQUIPMENT
(RENTAL PERMITS)**

Policy No.: **4007**
Effective Date: **1999 Jan 26**

Department: Facility Services

Reference(s): Procedure: Community Use of Buildings, Facilities and Equipment (Rental Permits)

It is the policy of Thames Valley District School Board (TVDSB) to ensure usage is fair, reasonable and equitable. Generally school facilities are rented as a place to come together, build skills, access community programs and become physically active. The Board is committed to making available to the (TVDSB) community; its schools, facilities and equipment. This availability will be made with the provision that there is no additional cost to the Board. The use of such facilities should not impact the regular school program or the security/ maintenance of its properties. All school-related functions shall have priority over rentals. All rentals will be arranged through the Community Use of Facilities office.

It is the intent of the Board to provide subsidized rental charges to not-for-profit (NFP) organizations in accordance with guidelines and funds as provided for by the Ministry of Education.

Title: **COMMUNITY USE OF BUILDINGS,
FACILITIES AND EQUIPMENT
(RENTAL PERMITS)**

Procedure No.: **4007a**
Effective Date: **1999 Jan 26**

Department: Facility Services

Reference(s):

- www.TVDSB.ca/schools/rent-a-school-space
- School Generated Funds Policy and Procedure
- Use of Service Animals by General Public Procedure
- Live Animals in the Classroom Independent Procedure
- Community Use of Facilities, Terms and Conditions
- Ontario School Boards' Insurance Exchange

1.0 Rental Revenue

Net rental revenue from Community Use of Facilities permits will be shared using the following formula: 50% to the school, 40% to Facility Services, and 10% to Central Administration of the Board. Net rental revenue from equipment will be reimbursed 100% to the school/site. Net rental revenue from the administrative fee will be reimbursed 100% to Central Administration of the Board.

2.0 Subsidized Rates

Subsidized rates are applicable to Not-for-Profit (NFP) Groups B, C, and D. For profit organizations, Group F and G do not qualify for subsidized rates under any circumstances. Refer to the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space for current subsidized rates.

2.1 GROUP CLASSIFICATIONS

When required, the Community Use of Facilities office will request proof of not-for profit status; such as and not limited to, letters of patent/incorporation or audited financial statements. Permits must be in the name of the group administering the program and handling the registration fees and application process.

The following shall be administered by the Community Use of School Facilities office.
The priority availability of bookings shall be generally:

Group A **School/Board Related** - Meetings and school based activities of student associations, School Councils, Thames Valley Parent Involvement Committee and evening or weekend activities organized by the school or a Thames Valley District School Board (TVDSB) department. Thames Valley Regional Athletics, Ontario Federation of School Athletic Association and other activities that involve Thames Valley District School Board students as well as other publicly funded school boards. Meetings and workshops organized by TVDSB for its staff on evenings and weekends.

Administered By: **Facility Services, Community Use of Facilities**

Amendment Date(s): 2016 May 24, 2018 September 25

- Group A(1) **Parent Related** - Meetings and school based activities of the Thames Valley Council of Home and School Association and school-based Home and School Associations that are in good standing with the Ontario Federation of Home and School Associations (OFHSA).
- Group B **Not-For-Profit Youth-Related Community Groups** - run by local groups for youth, where the activities are intended for participants under the age of 18 (or under the age 28, if participants have a disability).
- Group C **Not-For-Profit Recognized Youth Sport and Recreation Service Providers** - Recreation committees and sports organizations that are members or affiliates of a provincial, municipal or accredited camping organization and groups whose sole purpose is to function as a youth sports organization. The activities are intended for participants under the age of 18 (or under the age 28, if participants have a disability).
- Group D **Other Not-For-Profit or Charitable Groups** - Groups such as local service clubs, community health associations, senior-groups, registered faith based and creed groups as determined by the Thames Valley District School Board. Registered faith based and creed groups holding services on Saturday or Sunday are not eligible for the provincial subsidy, regardless of charitable status.
- Group E **Not-For-Profit Childcare Operations** - Groups involved with before/after, extended day and day care childcare programs delivered by eligible operators (as per the Child Care and Early Years Act), and TVDSB approved operators on non-instructional days.
- Group F **Youth Camps/Programs and Adult Groups without Charitable or NFP Status** - Functions organized by individuals/organizations that do not have charitable or-NFP status and may have an admission charge, participation cost or fee, i.e. karate clubs, dance schools/recitals, sport camps, athletic groups, fundraisers, theatre performances and paint nights. Activities or programs sponsored by private individuals for private gains.
- Group G **For Profit** - Functions organized by Industry/Businesses for profit-making purposes i.e. trade shows, public concert.

3.0 Facility Booking

Space can be rented on operating school days Monday-Friday 6:00 PM to 10:00 PM. Saturday and Sundays may be available; on the condition custodial coverage can be arranged. All use of buildings, facilities and equipment must be recorded with the appropriate forms and permit process. This ensures accurate tracking of facility use by the various community groups regardless of whether fees have been subsidized.

Under exceptional circumstances a NFP group may be approved by the school Principal and Superintendent to utilize facilities prior to 6:00 PM but must also comply with the permit process. Refer to Appendix "A".

3.1 School Scheduling

Schools are required to submit all known internal events for the upcoming school year by June 15th. This includes confirmed and reoccurring school, School Council and TVDSB organized meetings, programs, and events after 6:00 PM on school days and all hours during weekends, TVDSB designated holidays and school break periods. Otherwise, 10 business days are required to displace any community group for a School/TVDSB organized event. In such circumstances, the Community Use of Facilities Department will strive to find a suitable alternate date or issue a credit or refund if applicable.

3.2 Alternate School/Facility Usage for Board/School Organized Bookings

Requests for school/facility usage between TVDSB sites are to be submitted using the Online Reservation System.

3.3 TVDSB Organized Bookings

The host school or department is required to submit permits for all TVDSB organized programs, meetings and events after 6:00 PM on school days and all hours during weekends, TVDSB designated holidays and school break periods. Departments may use the application process to submit facility usage requests for programs at TVDSB sites.

3.4 Local School-Based Home and School Association and Thames Valley Council of Home and School Associations Organized Meetings and Activities

In support of school activities; Thames Valley Council of Home and School Associations and local school based Home and School Associations in good standing with OFHSA, wishing to use TVDSB schools for meetings, and activities on weeknights after school hours, on TVDSB designated holidays or on weekends are required to register online through the Public Reservation System and submit all known dates by June 15th. Otherwise, 10 business days are required to displace any community group for such activities. Community Use of Facilities staff will ensure the local school-based Home and School Association is in good standing for liability purposes.

4.0 Permit Approval

All community use permits will be sent electronically to the school administration for approval. In order to meet customer service turnaround times, when deemed appropriate the Community Use of Facilities office may approve a permit on behalf of the school.

Events at Board offices and non-regular day school facilities will require the approval of the Corporate Services Supervisor or Community Use of Facilities Supervisor, as appropriate.

4.1 Ineligible Activities

High-risk activities as determined by TVDSB will not be permitted on school property, such as and not limited to; discharge or use of weapons, activities involving use of board-owned equipment by unqualified individuals, open flames of any kind, firework displays, other pyrotechnical devices and inflatable amusement devices (e.g. bouncy castles). Applicants should refer to the Terms and Conditions agreed upon at the time of applying for a permit.

Generally school facilities are rented as a place to come together, build skills, access community programs and become physically active. Any facility rental requests, outside such normal operations as determined by TVDSB, such as and not limited to; filming, magazine or commercial back drops, public concerts and corporate trade shows will not be permitted unless written approval is obtained from the Community Use of Facilities office.

4.2 Propane Barbecues

Upon site approval, only propane barbecues will be permitted outdoors provided the permit holder/event organizer supplies one fire extinguisher per barbecue unit. Indoor storage of propane tanks, flammable and combustible materials is prohibited. Refer to the terms and conditions.

5.0 Permit Renewal

Returning groups in good standing will generally have first consideration for equivalent space and allotted time slots, as long as applications are submitted according to the deadline posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space. Additional space and time requests must be submitted separately for consideration. It is the mandate of TVDSB to ensure usage is fair, reasonable and equitable. Changes may be made at any time as required by TVDSB.

5.1 School Closures

Groups with historical permit status in a school slated for closure will have first consideration in the consolidated school, if available. TVDSB is committed to making all efforts to fulfill the accommodation at a new location. In all instances, priority availability will be determined based on group classifications, where Group A has the highest priority.

6.0 Payments and Receipts

The Community Use of Facilities office will receive payment for the rental, issue receipts as required and forward cheques payable to the Thames Valley District School Board, to Business Services, Education Centre. Harmonized Sales Tax shall be charged where applicable. All payments for rentals must be made 10 days prior to the event or cancellation may be invoked or alternate rental may be entered into by the School/Board.

6.1 Cancellations, Revisions, No Shows and Refunds

Cancellations, revisions and no shows are subject to additional fees per occurrence. These fees are subject to change as approved by the Facility Fee Schedule Committee. Refunds will be issued for amounts valued over \$50.00; otherwise a credit will be applied on account.

6.2 Inclement Weather and Strikes

All use of schools by outside user groups shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of TVDSB. Permit holders should refer to the urgent news area on the TVDSB website, www.tvdsb.ca for information pertaining to school closures.

7.0 Liability, Losses and Damages

The rental permit will include the obligation of the rental representative and association to be responsible for all losses and damages to property and equipment which occur during or as a result of the rental by the permit holder. A permit holder is acting on behalf of an independent group or organization that has been granted permission to use school facilities by the Community Use of Facilities office.

The school board's liability policy extends coverage to members of School Council acting within the scope of their duties on behalf and under the direction of an authorized employee or member of the school board. Activities of the group that is independent of the school board, such as, independent fund-raising events and social outings of the School Council would not be covered by the board's liability insurance.

Principals are responsible for ensuring that events under their direction are covered by the Ontario School Boards' Insurance Exchange.

Proof of comprehensive general liability insurance in the amount of \$2-million (naming TVDSB as additionally insured) is required with respect to the use of the premises. It is the responsibility of the permit holder to ensure that all vendors, including refreshment vehicles, are insured. For profit vendors and organizations, refreshment vehicles and private vendors that will personally profit, are separate legal entities therefore required to have their own liability insurance coverage.

User groups are not covered under the school board's liability insurance. Groups without insurance may be able to purchase third party insurance available through TVDSB, as long as the activities are approved by the insurance provider. User group coverage provides coverage to the organizer and participants of the event only. A rider may be necessary on the organizations insurance certificate to ensure the event and activities are covered.

With the exception of reasonable wear and tear, permit holders will be held responsible for any damages to the property and/or equipment which, in the opinion of TVDSB, result from the use of facilities by the permitted group.

8.0 Keys and Access to Building and Facilities

No keys or access codes are to be given to permit holders.

9.0 Outdoor Areas

Organized outdoor events must be booked through the Community Use of Facilities office for use after school hours, on holidays, or week-ends when the area is not being used for school purposes. The frequency of activities may be limited in order to protect grassed areas.

9.1 Sports Field Start Date

Thames Valley District School Board sports fields will be assessed early in the spring in order for the access date to be determined by Facility Services based on site condition.

9.2 Soccer/Football/Baseball Fields Rain Out Procedures

Whenever inclement weather occurs, the user group must evaluate the field conditions and adhere to the Wet Field Guideline. If there is presence of standing water or conditions deteriorate due to rainfall during the use, the group should not play on the field as footing conditions may be unsafe and extensive damage may be caused to the field. The permit holder will be responsible for all damages to the field.

TVDSB reserves the right to close any field at any time due to construction, maintenance, adverse weather conditions or any other reason deemed necessary.

Subject to field availability, the Community Use of School Facilities office can be contacted to re-schedule the event. No revision/cancellation fees will be applied.

10.0 Custodial Services

When Custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. When a Custodian is called out for duty, a minimum of (3) three hours, at overtime rates, charge is levied. This cost will be added to the cost of the rental permit. The custodial hourly fee will be subsidized for Groups B, C and D.

Operational requirements of facilities require that custodians must be on duty for all permits, including Internal Events being hosted under the direction of TVDSB Administration, TVDSB staff or TVDSB Trustees.

To ensure appropriate custodial coverage is provided, hours required must be identified on the Permit for Use of Board Property.

Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

11.0 School Breaks and Statutory Holidays

Schools may permit rentals during school breaks and on TVDSB designated holidays by special arrangement and provided custodial support is available.

Schools may permit rentals during regular custodial hours over the summer months of July and August. Permits will be restricted during the last two weeks of August to facilitate maintenance activities in order to prepare for the upcoming school year. Consultation with Facility Services is required prior to permit requests being approved during high maintenance periods, including the last two weeks of August. Group E classification will be given consideration to operate during high maintenance periods as approved by Facility Services.

12.0 Supervision

The event supervisor listed on the permit is responsible to ensure all participants and spectators adhere to the permit Terms and Conditions included with the permit. Proper supervision is required at all times by the permitted group.

13.0 Security

If any event requires school security as deemed by the Board, the permit holder will be required to engage security personnel approved by Thames Valley District School Board.

14.0 Special Occasion Permits

Special Occasion Permits include any permit in which activities include but are not limited to presence or consumption of alcohol and games of chance such as lotteries, gambling, bingo, 50/50 draw, etc. Proof of purchase of a liquor licence will be required for the presence of alcohol and proof of purchase of a gaming licence will be required if games of chance are planned.

School Principals have final approval of all Special Occasion Permits and may stipulate any additional rules or requirements to be added to the permit. Once approved, proof of licence purchase (gaming and/or alcohol) must be submitted 15 working days prior to the event.

15.0 Smoking

Smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property is prohibited. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Also prohibited are shisha, smokeless tobacco and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week.

Failure to comply with this code of conduct may result in cancellation of current and future Community Use permits and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

16.0 Facility and Equipment Rental Costs

16.1 Administration Fee

A \$25.00 Administration Fee is applicable to all permits except Group A, Group A(1) and Groups E. This fee is subject to change as approved by the Facility Fee Schedule Committee.

16.2 Air Conditioning Fees

Outside of regular school\business hours, the air conditioning is not operational. Groups requesting air conditioning for their rental will be required to pay an hourly rate to cover the additional costs incurred by the Board. The Air Conditioning fee does not apply to Group A, Group A(1) and Groups E.

The Community Use of Facilities office must be notified at least five (5) business days in advance to cancel any air conditioning services.

16.3 Facility Fee Schedule Committee

The facility fee rates shall be reviewed annually by a committee consisting of a representative from the Community Use of Facilities Department, Facilities Services, Financial Services and a Trustee. The Community Use of Facilities committee shall review and update facility rates annually. Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

16.4 Equipment - Loans and Rentals

The rental of school equipment is at the discretion of the Principal. The on-line table represents the equipment rental rates but is not inclusive of all potential items. Arrangements for use should be made at the time the rental application is completed.

The equipment rental rates shall be reviewed annually by the Facility Fee Schedule Committee.

Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

17.0 Animals

Animals are not permitted during any Community Use of Facility bookings with the exception of service animals. The Use of Service Animals by General Public Procedure must be followed.

18.0 Parking Lots

Outside of school hours, parking spaces are available for participants and spectators that have an approved permit for the use of the facility only. Parking spaces cannot be guaranteed. Due to liability and safety risks, parking lots will not be permitted to other groups and businesses for parking lot purposes.

**COMMUNITY USE OF BUILDINGS, FACILITIES
AND EQUIPMENT (RENTAL PERMITS)**

Appendix "A"

Groups providing valuable support services to TVDSB students after school and before 6:00 PM may be granted a permit by the Principal based on the following criteria:

- Must be a registered not-for-profit group
- Must be a free activity or service provided only to TVDSB students
- Must comply with the Community Use of Facilities permit process
- Must be supervised by school staff

In cases where the activity is *not supervised by school staff*, the exception must be considered by the school Superintendent and in some cases approved by Administrative Council. If approved, any pamphlets, forms or correspondence must include the following disclaimer:

This is not a program endorsed, offered or supervised by the school or by the Thames Valley District School Board. We send out and collect these permission forms as a courtesy only. Any questions pertaining to this program, transportation arrangements or supervision of students should be directed to (name of group contact) at (phone number of group contact). Thames Valley District School Board staff do not supervise the students or the program.



POLICY

Title: **DIRECTOR OF EDUCATION
PERFORMANCE REVIEW**

Policy No.:

Effective Date:

Department: Office of the Chair

Reference(s): The Institute for Education Leadership – *The Ontario Leadership Framework: A School and System Leader's Guide to Putting Leadership Framework Into Action - 2013*

It is the policy of the Board to conduct an annual performance appraisal of the Director of Education in meeting the duties under the Education Act and Regulations, Ministry Directives, Board Policy, the Board's Multi-Year Strategic Plan (MYSP), and any other duties assigned by the Board. The Ontario Leadership Framework shall support the criteria for the performance appraisal.

The Board of Trustees believes that a trusting, mutually respectful and collaborative relationship between the Board of Trustees and the Director leads to enhanced organizational performance. The process is intended to promote respectful and positive dialogue between the Board of Trustees and the Director.

The performance appraisal process provides an opportunity for feedback and discussion about:

- professional growth;
- clarification of job expectations and priorities;
- evidence of performance; and
- identification of areas where performance may be improved.

Administered By: **Office of the Chair**

Amendment Date(s):



PROCEDURE

Title:	DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL	Procedure No.:	
		Effective Date:	
Department:	Office of the Chair		
Reference(s):	The Institute for Education Leadership – <i>The Ontario Leadership Framework A School and System Leadership Guide to Putting Leadership Framework into Action - 2013</i>		

The Chair of the Board ('Chair') and the Director of Education shall be responsible for the implementation of this procedure. The Chair shall lead the annual appraisal process, and all Trustees shall be invited to participate. The process is confidential and will be conducted in private in accordance with the Education Act, Section 207(2)(b).

The Board of Trustees shall monitor and evaluate the performance of the Director of Education in meeting their duties under the Education Act and Regulations, Ministry Directives, Board Policy, the Board's Multi-Year Strategic Plan, Board Improvement Plan for Student Achievement (BIPSA), and the Operational Plan.

Generally, the implementation of the legislative requirements, Board policies and procedures, and programs are guided by the achievement of goals that:

- promote student achievement;
- promote student and staff well-being;
- ensure effective stewardship of the Board's resources;
- deliver effective and appropriate education programs to its students; and
- promote public confidence in public education.

1.0 Director's Responsibilities

The Director's Performance Appraisal combines both quantitative and qualitative inputs and measures. The Director will:

- identify annual goals in collaboration with the Board, based on the Multi-Year Strategic Plan, Board Improvement Plan for Student Achievement, and the Operational Plan;
- provide periodic and timely reports to the Board of Trustees regarding the status of the annual goals;
- respond to new policies or requests emanating either from the Board of Trustees or through legislation in a timely manner, balancing the needs and expectations of key stakeholders;

Administered By:	Office of the Chair
------------------	---------------------

Amendment Date(s):

- prepare and disseminate an Annual Report to the public according to Ministry of Education and Board requirements; and
- ensure that staff are effective and capable of fulfilling their respective duties and responsibilities, and/or areas of concern are addressed.

2.0 Trustees' Responsibilities

The Board of Trustees will meet with the Director of Education according to the established timelines to:

- determine the criteria, methodology and format for the appraisal;
- collaboratively establish annual goals and outcomes;
- review the Director's self-evaluation, and other reports and evidence requested;
- discuss constructive feedback; and
- provide concrete next steps.

The Board of Trustees will provide written feedback to the Director of Education at the end of the annual performance period. This feedback will include evidence of overall performance and accomplishments in relationship to the mutually established goals, and identify areas where performance may be improved. The report will be filed in the Director's Human Resources file located in the Office of the Chair of the Board.

3.0 Performance Appraisal Cycle

September

- The Director shall provide a report to the Board of the previous year's Accomplishments from the Annual Operational Plan.
- The Board of Trustees, shall collaborate with the Director of Education to:
 - set goals for the performance appraisal period; including professional goals; and
 - establish the criteria for the appraisal process.

October

- The Director shall present the Board of Trustees with the Annual Operating Plan for the current school year.
- In year three of the role of Director, and every three years thereafter, a 360 performance review will be conducted. The Chair of the Board will lead the process which may include a third party assessment tool or contract with an external organization.

November

- The Director shall complete a self-evaluation based on the previous year's appraisal process.
- The Director will make a presentation to the Board of Trustees based on the criteria established in the Appraisal Review Meeting.
- The Board of Trustees will meet to discuss the Director's self-evaluation and presentation, and will prepare feedback for Director.

- In the year of the Municipal and School Board Election, the appraisal meeting with the Board and the Director, and the written report must be completed in November prior to the term of a new Board of Trustees.

December

- The Chair and Vice-Chair will meet with the Director to discuss the feedback prepared by the Board. A written report will be shared with Trustees and provided to the Director, a copy of which will be filed in the Director's Human Resources file located within the Office of the Chair of the Board.

4.0 Performance Improvement Plan

In situations where the Director Performance Appraisal determines the performance to be unsatisfactory, an improvement plan will be created which identifies:

- criteria for the rating;
- identification and explanation of the area(s) of concern;
- area(s) requiring attention with links to the specific expectations of the role;
- steps to be taken to correct the action, with timelines for completion; and
- indicators of success.

The Chair and Vice-Chair, in collaboration with Chair's Committee, will monitor progress on the overall area(s) of identified concern, and ensure that they are addressed in accordance with the agreed upon criteria and timelines.

If the Director of Education fails to meet the expectations outlined in the Director of Education Improvement Plan by the timelines identified, the Board may take further action, including, but not limited to coaching and dismissal.

Title: **ASTHMA AND STUDENTS**

Policy No: **4019**

Effective Date: **2016 Sept. 01**

Department: Learning Support Services

Reference(s):

- *Ryan's Law (Ensuring Asthma Friendly Schools), 2015*
- Education Act, Sec. 265 - Duties of Principal
- Education Act, Reg. 298 s.20 – Duties of Teachers
- Ontario Lung Association - www.on.lung.ca
- *Creating Asthma Friendly Schools, Ophea, 2015*
- Halton District School Board Asthma Protocol, 2015

It is the policy of the Board to promote awareness of safety in school and recognize that the health and safety of students are essential preconditions of effective learning. All partners in education, including school boards, administrators, educators, school staff, students, parents, school volunteers and community organizations have important roles to play in promoting student health and safety and in fostering and maintaining healthy and safe environments in which all students can learn. This policy is developed in accordance with *Ryan's Law (Ensuring Asthma Friendly Schools), 2015*.

1.0 The Board's procedure shall include:

- the Board policy;
- processes to share information with all employees and others who are in direct contact with students on a regular basis, in order to develop awareness of the seriousness of asthma, recognize and prevent triggers, recognize when symptoms are worsening, and minimize asthma exacerbations;
- processes for identifying students with asthma and managing information and communication with teachers and other staff who are in direct contact with students;
- processes for identifying asthma triggers in classrooms, common school areas, and in planning field trips;
- strategies for all employees, students and others who are in direct contact with students on a regular basis to reduce the risk of exposure to asthma triggers;
- management and communication procedures regarding access to prescribed reliever inhalers for students;
- ongoing training and monitoring for school administration, staff, and volunteers.

2.0 The Board commits to ensuring that:

- 2.1.1 Information on asthma awareness, reduction of asthma triggers, and management is accessible to all board employees, school administrators and staff, students, parents and school volunteers.
- 2.1.2 Every school follows an asthma management plan that is consistent with Board policy.

Administered By: **Learning Support Services**

Amendment Date(s):

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REPORT OF THE CHAIR'S COMMITTEE

2018 September 25
12:12 p.m. – 1:51 p.m.

MEMBERS

J. Bennett
R. Tisdale (by phone, -1:08)

A. Morell
M. Reid

Regrets: C. Goodall

ADMINISTRATION AND OTHERS

L. Elliott
T. Testa (+12:30 p.m., -12:40)
J. Pratt (+12:45,-1:15)

B. Williams
S. Kilbourn (-12:45, +1:18)

1. APPROVAL OF AGENDA

The agenda was approved by motion.

2. CONFLICTS OF INTEREST – none declared

3. REVIEW OF UPCOMING MEETING AGENDAS

The committee reviewed and discussed the 2018 October 2 Program and School Services Advisory Committee agenda and the 2018 October 9 Planning and Priorities Advisory Committee agenda. A future agenda item for the Program and School Services Advisory Committee was identified.

4. CORRESPONDENCE

A letter addressed to the Chair from the Friends of Simon Wiesenthal Center for Holocaust Studies regarding International Holocaust Remembrance Day each January 27 was received. Chair Reid asked Director Elliott to follow up on the requests made in the letter. The letter will be added as correspondence to the 2018 October 23 Board meeting agenda.

5. MEETINGS WITH MUNICIPALITIES (ELGIN, MIDDLESEX, OXFORD, ST. THOMAS, LONDON)

L. Elliott reported tentative dates for the meetings with Municipalities are being identified for the spring of 2019.

6. STRATEGIC PLAN COLLATERAL

Communications Manager T. Testa joined the meeting to share the collateral created to promote the Strategic Plan (2018-2021) and Accomplishments (2017-2018). Discussion considered the launch of the materials. It was agreed to formally launch the strategic plan document at the 2018 October 9 Planning and Priorities Advisory Committee meeting. Communication to community stakeholders, in particular school communities/parent groups, who participated in the strategic planning process will go out in this regard.

7. IN CAMERA

On motion the committee moved in camera at 12:45 p.m., reconvening in public session at 1:18 p.m.

8. MPP MEETING

Chair Reid advised the September 28 meeting with MPPs has been cancelled due to lack of availability of local MPPs. It was agreed to try and reschedule a meeting in for the spring of 2019.

9. OSTA – AECO 2018-2019 MEMBERSHIP FEE

The invoice and related correspondence regarding the 2018-2019 OSTA membership was received.

The following recommendation was moved and CARRIED:

That membership to the Ontario Student Trustees Association be renewed.

The membership to OSTA will be paid in the amount of \$4,612.00.

10. LAWSON AWARDS CELEBRATION

Discussion considered the scheduling of the Lawson Awards Celebration in 2019. It was suggested it be scheduled on a different evening from Board/committee meetings to allow full Trustee participation.

11. STUDENT TRUSTEE PD REQUEST – OSTA FALL GENERAL MEETING

The following motion was moved and carried:

That Student Trustees N. Bajaj, S. Chun, and I. Frick be approved to attend the OSTA fall General Meeting scheduled for 2018 October 25-28.

12. TRUSTEE TRANSITION/NEW TRUSTEE ORIENTATION (Standing Item)

A. Morell presented the draft TVDSB Trustee Manual. Items to be updated were highlighted. S. Kilbourn was asked to follow up.

Discussion considered plans for trustee orientation. A draft schedule was outlined. It was agreed to schedule a half day in November on a Saturday for some training.

13. NORTH MIDDLESEX COUNTY MEETING

L. Elliott reported on the invitation from the Municipality of North Middlesex to attend a Special Council meeting on November 28. The Director and Associate Directors will be attending. The meeting is open to the public.

14. UPCOMING EVENTS AND INITIATIVES

- Pillar Awards, 2018 November 22
- Indigenous Student Trustee Election, 2019 April 17
- Student Trustee Elections, 2019 April 18
- Variety Is, 2019 April 25
- TVCHSA AGM and Dinner, 2019 May 13
- Award of Distinction, 2019 May 16
- Annual Retirement Reception, 2019 September 11

15. OTHER BUSINESS

a. Grand Theatre Student Production

Discussion continued on implementing an annual tradition of inviting TVDSB students from the Grand Theatre Student Production to perform a song at the October board meeting.

16. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for 2018 October 16.

17. ADJOURNMENT

The meeting adjourned at 1:51 p.m. by motion.

RECOMMENDATIONS:

That membership to the Ontario Student Trustees Association be renewed.

MATT REID

Chair

REPORT OF THE PROGRAM & SCHOOL SERVICES ADVISORY COMMITTEE

2018 October 2
6:08 p.m. –7:00 p.m.

Members: Trustees J. Bennett, R. Campbell, P. Jaffe, B. McKinnon, S. Polhill, M. Reid, P. Schuyler, R. Tisdale; Student Trustee S. Chan

Regrets: Trustees G. Hart, A. Morell, J. Todd, J. Skinner, C. Goodall; Student Trustees N. Bajaj, I. Frick

Administration: L. Elliott (Director), R. Culhane (Associate Director), P. McKenzie (Superintendent), D. Macpherson (Superintendent), M. Deman (Superintendent), S. Builder (Superintendent), J. Pratt (Associate Director)(+6:42), B. Nielsen (Learning Supervisor), A. Hansen (Learning Coordinator), C. Henriquez (Manager, Capital Projects) (+6:45), B. Williams (Corporate Services), S. Smith (Corporate Services)

Chair Bennett called the meeting to order at 6:08 p.m. in the Board room of the Education Center.

1. APPROVAL OF AGENDA – The agenda was approved on motion.

2. CONFLICTS OF INTEREST – None declared.

3. MINUTES OF PREVIOUS MEETING

The minutes of the 2018 June 5 meeting were provided for information.

4. BUSINESS ARISING – None declared.

5. TVDSB AND THE FUNDAMENTALS OF MATHEMATICS

S. Builder shared an overview on the Ministry of Education's focus on New Fundamentals of Mathematics and the work in TVDSB. Information on how the professional Learning Series in 2017-18 aligns with the Fundamental of Mathematics was provided.

S. Builder reported the Professional Activity Day will take place for Elementary staff on 2018 October 26 and for Secondary staff on 2018 November 16.

Questions of clarification regarding the gap between public perception and curriculum expectations were addressed by S. Builder.

6. DRAFT HPE PARENT AND STAFF COMMUNICATION

P. McKenzie, B. Nielson and A. Hansen presented information on the material prepared for school staff and parent communities about the revised interim Health and Physical Education (HPE) curriculum for 2018. P. McKenzie reported the material is being shared with parents 2018 October 5.

B. Nielsen noted a question and answer section has been included to support administration with parent/guardian questions. In response to a question regarding accommodation, administration provided examples of how they may be done.

In response to a Trustee question regarding the letter to parents/guardians, B. Nielsen and A. Hansen described the support materials for schools and how support materials are being provided to teachers. It was confirmed changes in the curriculum affected only the Growth and Development portion.

P. McKenzie outlined next steps, noting feedback will be gathered from educators to determine where additional supports/resources may be needed.

In response to a Trustee question B. Nielsen acknowledged teachers may enhance topic areas to meet student learning needs.

7. COMMUNITY ADVISORY COMMITTEE UPDATES (STANDING ITEM)

J. Bennett reported on the City of London Safety and Crime Prevention Advisory Committee reminding Trustees of the decision by the London Fire Department to teach only students attending London Schools at the Safety Village. She further reported on a similar decision by the London Police. Efforts to engage fire prevention officers in the counties of Middlesex, Elgin and Oxford were described. Currently there are no officers available from the counties to teach at the Safety Village. The lack of student attendance at the Safety Village in September was noted.

B. McKinnon provided an update on meetings in Woodstock noting the new bylaw regarding speed limits and stopping in front of schools has been well received.

8. OTHER BUSINESS-None.

9. QUESTIONS AND COMMENTS OF MEMBERS (STANDING ITEM)-None.

10. DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for Tuesday, November 6, 2018 at 6:00 p.m. in the Board Room.

11. ADJOURNMENT

Meeting adjourned on motion at 7:00 p.m.

RECOMMENDATIONS: None.

JOYCE BENNETT
Chairperson

REPORT OF THE AUDIT COMMITTEE

2018 October 9
3:33 p.m. – 3:49 p.m.

MEMBERS PRESENT

A. Morell (Chair) M. Laprise
M. Reid R. Tisdale

ADMINISTRATION AND OTHERS

C. Beal L. Elliott
 B. Williams

Regrets: M. King

1. **CALL TO ORDER**

The meeting was called to order at 3:33 p.m.

2. **APPROVAL OF AGENDA**

The agenda was approved by motion.

3. **CONFLICTS OF INTEREST** - none declared

4. **MINUTES OF THE PREVIOUS MEETING**

Minutes of the 2018 September 11 meeting were provided for information.

5. **AUDIT COMMITTEE SELF-ASSESSMENT**

The Audit Committee self-assessment questionnaire was presented to Committee members for their completion.

6. **EVALUATION OF REGIONAL INTERNAL AUDIT- AUDIT COMMITTEE RESULTS**

The results of the Regional Internal Audit evaluation completed by the Audit Committee were presented for information.

7. **INTERNAL AUDIT PLAN CHANGES**

C. Beal presented for approval changes to the 2018-2019 Internal Audit plan resulting from funding constraints.

C. Beal reported on the discussion at the Steering Committee of the South Region Internal Audit noting a funding shortfall from the Ministry to cover the costs of the collective audit plans for the 10 boards in the South Region. As a result it was agreed that each board would continue with their planned audits for 2018-19 but would defer the findings follow-up work and the update to the Risk Assessment for one year. It also was agreed that if any of the 10 Audit Committees still wanted to have PwC perform this work during 2018-19 and not defer it, then each Audit Committee could choose to enter into a Statement of Work directly with PwC (rather than through the SRIA Statement of Work). The cost for the findings follow-up work and/or updating the Risk Assessment was provided for information.

The audits planned for 2018-2019 were outlined. Questions of clarification were addressed by C. Beal. Through discussion it was agreed to forgo the Risk Assessment and the findings follow-up work given the Risk Assessment was completed recently and the findings follow-up work presented little added value at this time.

The following recommendation was moved and carried:

That the 2018-19 Internal Audit Plan work to be performed by PwC be amended to reflect funding constraints for the South Region Internal Audit (SRIA) function.

8. ANNUAL REPORT

The Annual reports for the year ended 2018 August 31 drafted for Board of Trustees and for the Ministry were reviewed. (See Audit-1 and Audit-2)

The following recommendation was moved and carried:

That the Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended 2018 August 31 be approved and submitted to the Ministry of Education.

9. ADDITIONAL ITEMS - none

10. DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for 2018 November 13.

11. ADJOURNMENT

A motion to adjourn was approved at 3:49 p.m.

RECOMMENDATIONS:

That the 2018-19 Internal Audit Plan work to be performed by PwC be amended to reflect funding constraints for the South Region Internal Audit (SRIA) function.

That the Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended 2018 August 31 be approved and submitted to the Ministry of Education.

ARLENE MORELL

Chairperson



Thames Valley District School Board Audit Committee Annual Report to the Board of Trustees for the year ended 2018 August 31

This Report summarizes the Audit Committee's actions for the year ending August 31, 2018.

Audit Committee Members

The Audit Committee consisted of the five members below:

R. Tisdale	Chair, Trustee Representative
A. Morell	Trustee Representative
M. Reid	Trustee Representative
M. King	External Member
M. Laprise	External Member

In addition, regular attendees at the Committee meetings were:

J. Knight	Manager, Business Services
S. Macey	Manager, Financial Services
C. Beal	Superintendent of Business
J. Pratt	Associate Director and Treasurer, Organizational Support Services
L. Elliott	Director of Education

Administrative Tasks

At the beginning of the year, and in accordance with recommended good practice, various administrative tasks were completed. These included:

- Declaration of Conflicts of Interest
- Development of a meeting schedule and work plan for the year

Meetings

It was agreed that the Committee would meet each month throughout the school year with the exception of December and March. All meetings were held as planned with the exception of May.

The members in attendance at each meeting were as follows:

Member's Name	September	October	November	January	February	April	May	June
R. Tisdale	√		√	√	√	√	Meeting Cancelled	
A. Morell	√	√		√				√
M. Reid	√	√	√	√	√	√		
M. King	√	√		√	√	√		√
M. Laprise		√	√	√	√	√		√

Governance

The Audit Committee operated throughout the fiscal year ending 2018 August 31. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors has been satisfactory. Private meetings were held with the external auditors, Deloitte, during the year. The external auditors presented the 2018 Audit Service Plan and Management Letter on 2018 April 10. The external auditors confirmed their independence in their letter dated 2017 November 14. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on 2017 November 14.

Internal Auditors (PwC)

The relationship with the internal auditors, PwC has been satisfactory and a continued improvement over prior years.

In October 2017, the Committee approved an amendment to the 2017-18 Internal Audit Plan to include one audit, being the Fraud Risk Management Audit. This amendment was due to limited funding from the Ministry of Education for the South Region RIA.

In February 2018, the Committee approved a further amendment to the 2017-18 Internal Audit Plan to include a Labour Relations audit. This audit was originally planned for 2017-18 but was deferred because of funding constraints for South Region RIA. It was agreed to proceed with the audit following the Board's approval to pay for the costs out of the Board's operating funds.

The internal auditors performed the following work during the year:

Planned Audits

- Monitoring and Reporting Outcomes (completed; in progress 2016-17)
- Fraud Risk Management (completed)
- Labour Relations (in progress)

The following is a summary of significant risks and findings made by the internal auditors:

Audit	Risks	Findings	Management Response
Monitoring and Reporting Outcomes	<ul style="list-style-type: none"> • Developing School Improvement Plans 	<ul style="list-style-type: none"> • Improve Consistency and Oversight of School Improvement Roadmaps 	Audit Committee reviewed Action Plan to address concerns
Fraud Risk Management	<ul style="list-style-type: none"> • Fraud management framework and policies • Culture and awareness • Risk assessment and responses 	<ul style="list-style-type: none"> • Enhance Employee Code of Conduct and Introduce Conflict of Interest Disclosure Procedure • Enhance Board of Trustees and/or Audit Committee Training/Awareness • Formalize a Fraud Risk Assessment 	Audit Committee reviewed Action Plan to address concerns

The Committee received reports from the internal auditors that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This involved a review of open findings from all internal audits completed from 2012 to February 28, 2018.

The Committee reviewed and recommended to the Board the risk-based Internal Audit Plan for 2018-19. The Committee reviewed the updated Risk Assessment for the board, which was revised by the senior management team. The Committee reviewed the resulting revised 'Risk Radar' produced by PwC.

Audit Committee Training

All members were invited to a Fraud Prevention seminar hosted by Business Services on June 20, 2018.

Summary of Work Performed by the Committee

The following is a summary of work undertaken by the Audit Committee for the year ending 2018 August 31:

- Reviewed the 2016-17 Audited Financial Statements and made recommendation to the Board for approval.
- Reviewed the Appropriations of Accumulated Surplus report for year ended August 31, 2017 and made recommendation to the Board for approval.
- Performed an assessment of the performance of the external auditors.
- Reviewed the 2018 Audit Service Plan with Deloitte for the year ending 2018 August 31.
- Received assurances from the external auditors regarding their independence.
- Submitted the 2016-17 Annual Audit Committee Report to the Board of Trustees.
- Submitted to the Board the 2016-17 Annual Audit Committee Report to the Ministry of Education.
- Recommended an amended 2017-18 Internal Audit Plan to the Board for approval.
- Received regular updates regarding the work of the South Region RIAT Coordinating and Steering Committee, and their recommendations related as to how to deploy the South Region's resources to effectively execute and plan internal audits for 2017-18 and 2018-19.
- Reviewed the Monitoring and Reporting Outcomes Audit Report, results and management's action plans.
- Reviewed the Fraud Risk Management Audit Report, results and management's action plans.
- Reviewed the results of prior internal audits' findings follow up work performed by PwC.
- Reviewed the updated Risk Assessment and "risk radar" for TVDSB.
- Performed an evaluation of Regional Internal Audit services provided by PwC.
- Received first annual report for 2017 on TVDSB's fraud reporting hotline activities and resolutions.
- Performed an audit committee self-assessment.
- Approved the list of schools to receive SchoolCash.net reviews and audits for 2018 calendar year which the School Auditor will perform.
- Received updates from the School Auditor and management on school review/audit findings and Business Services' expected practices to address.
- Received a report from management on the Ministry of Education's current Financial Risk Assessments (ie. Operating, Capital) for TVDSB.
- Obtained confirmation from the Director of Education that TVDSB was compliant with all federal and provincial Acts, Regulations and Statutes.
- Received ongoing reports on cases of potential misplaced/misappropriated school/board funds.

- Received an excerpt of the 2017 Auditor General's Report of 26 recommendations related to Ministry of Education and School Boards.

By the signature noted below, we attest that we have discharged the above duties and responsibilities respecting Ontario Regulation 361/10.

On behalf of the Audit Committee

Date

Signature

Arlene Morell, Chair, Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.



**Annual Report to the Board of Trustees and Forwarded to the
Ministry of Education for the year ended 2018 August 31**

Thames Valley District School Board

Fiscal Year: 2017-18

RE: Annual Audit Committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2017-18 fiscal year, the following internal audit was started but not completed by August 31, 2018:

- Labour Relations

In addition to the above, the following internal audit was completed in the 2017-18 fiscal year:

- Monitoring and Reporting Outcomes
- Fraud Risk Management

During 2017-18, the Audit Committee reviewed an updated Risk Assessment for Thames Valley District School Board.

Based on the multi-year internal audit plan, we are not expecting further enrolment audits to be performed.

On behalf of the Audit Committee

Oct 9, 2018
Date

Arlene Morell
Signature

Arlene Morell, Chair
Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.

THAMES VALLEY DISTRICT SCHOOL BOARD

PLANNING AND PRIORITIES ADVISORY COMMITTEE

2018 October 9, 6:00 p.m.
Board Room, Education Centre

Trustees:	J. Bennett R. Campbell C. Goodall G. Hart B. McKinnon A. Morell S. Polhill	M. Reid P. Schuyler R. Tisdale J. Todd N. Bajaj S. Chun I. Frick
Administration and Others:	L. Elliott R. Culhane C. Beal M. Deman L. Griffith-Jones	D. Macpherson S. Mark T. Testa J. Pratt B. Williams

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Minutes of the Previous Meeting

The minutes of the 2018 September 11 meeting were provided for information.

a. Business Arising from the Previous Meeting - None

4. Electronic Document Management Initiative Update

L. Elliott and B. Williams presented for information and feedback an overview of the Electronic Document Management System initiative highlighting accomplishments to date. The proposed budget initiative request for the 2019-2020 budget year was discussed.

5. Elementary Student Enrollment and Staffing Update

L. Griffith-Jones presented for information an update on the elementary staffing process describing how enrollment projections are made and are used to determine the number of teachers available to allocate. Information on the maintenance and use of the holdback also was provided.

The work completed to ensure each school is staffed appropriately to meet Ministry class size requirements and to minimize reorganization in September was outlined.

L. Griffith-Jones reported the board met Ministry requirements for class sizes as at 2018 September 17. Principals were recognized for their contributions.

S. Mark advised on the actual enrollment numbers on September 17 in comparison to the projections. It was noted the amount of holdback will cover any loss in grants, should actual enrollment be lower than projected as at October 31.

L. Griffith-Jones advised enrollment continues to be monitored and where there are large class sizes, additional supports are provided rather than reorganizing classrooms.

6. Strategic Plan Launch

L. Elliott and T. Tania presented for information materials created for promoting the Strategic Plan. Materials included a banner, a four-page overview document, and postcard. The four-page booklet was distributed.

In response to a question regarding next steps, L. Elliott advised on the work of Senior Team in the development of the operational plan noting the plan will come forward to the Board for feedback at the 2018 October 23 Board meeting.

7. Other Business

L. Elliott advised on the retirement of Superintendent C. Beal effective 2019 February 15. L. Elliott reflected on the invaluable contributions C. Beal has made to the board in the last five years.

C. Beal thanked the Board noting she has enjoyed her time at Thames Valley.

Communications will go out to the system tomorrow followed by a posting for the position.

8. Questions and Comments by Members

In response to a question regarding the timeline for building the new school in Summerside, S. Mark advised the Municipal and Ministry approvals have been slower than anticipated. As a result the planned community meeting in October has been delayed as well as the tendering process for the project.

It was noted the community has many questions in this regard suggesting communication to the community would be helpful.

In response to a question about bussing in West Elgin, Administration responded they have not received concerns.

9. Future Agenda Items

No discussion.

10. Date and Time of Next Meeting

The next meeting is scheduled for 2018 November 13, 6:00 p.m.

On motion, the meeting adjourned at 6:53 p.m.

CHRIS GOODALL
Committee Chair

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

2018 October 9
12:26 p.m. to 3:01 p.m.

MEMBERS

M. Barbeau, Voice for Hearing Impaired Children
J. Bennett, Trustee
P. Cook, Learning Disabilities Association of Ontario
M. Cvetkovich, Children's Aid Society of London and Middlesex
C. Dendias, Chippewas of the Thames
S. Dobaczewski, Vanier Children's Services
B. Furac, Community Living London
T. Grant, Fetal Alcohol Spectrum Disorder Network-ELMO (Chair)
C. Goodall, Trustee
C. Thammavonga, Association for Bright Children (+12:38)
S. Young, Autism Ontario London (+1:09)
J. Simpson, Children's Aid Society of London and Middlesex
J. Nuyens, Thames Valley Council of Home & School (+12:39)

Regrets: B. Harvey, L. Turner-Otte, A. Morse, R. Tisdale,
S. McDougall, J. Schaeffer, S. Davis, J. Gritzan

ADMINISTRATION AND OTHERS

A. Canham, Superintendent of Special Education
A. Leatham, Learning Supervisor
R. Ferrara, Learning Supervisor
J. Bruce, Elementary Principal
T. Birtch, Secondary Principal
M. Chevalier, Elementary Principal
D. Clark, Secondary Principal
J. Capaldi, Communication Specialist
J. McCall, Epilepsy Support Centre
B. Summers, Oneida Nation of the Thames
S. Smith, Corporate Services
S. Lawrie, Learning Support Staff (+1:08)(-2:12)

1. CALL TO ORDER

Chair Grant called the meeting to order at 12:26 p.m. in the London Room at the Education Centre.

2. CONFIRMATION OF AGENDA

The agenda was approved on motion and carried.

3. CONFLICTS OF INTEREST – None.

4. MINUTES OF THE MEETINGS FROM 2018 September 10

The minutes of the 2018 September 10 meeting were provided for information.

5. BUSINESS ARISING FROM THE MINUTES OF 2018 SEPTEMBER 10

a. Culture for Learning Committee Representation item 8.0

A. Canham reported that T. Grant has been officially added as the Culture for Learning Committee Representative for SEAC. A schedule of meetings has yet to be set.

b. Ontario Human Right Commission Policy on Accessible Education for Students with Disabilities item 16.a

No input was offered from the committee, regarding writing a letter to the Ministry. Chair Grant encouraged SEAC to take action and noted the potential writing of a letter to Ministry will be, revisited in the future.

6. SELF-CONTAINED CLASS PROCESS/LOCATIONS/NUMBERS

A. Canham and A. Leatham provided information on the Self-Contained Class Process/Locations/Numbers, the current number of pilot schools, class sizes, and process involved for Elementary and Secondary schools. A. Leatham also provided for information the Self-Contained Class Process/Locations/Numbers per region. A. Leatham noted that Cleardale P.S. is the primary pilot school directed by the Ministry. A. Leatham and A. Canham provided for information the application process for self-contained classes.

Questions of clarification were addressed by A. Leatham, A. Canham and R. Ferrara. There was a suggestion forms be translated into multiple languages. In response to concerns regarding the classroom locations A. Leatham noted that students are placed in a school close to home whenever

possible, however there is no cap on travel time. A. Leatham also noted, however travel time is a considered factor prior to an offer being made.

7. CTCC PROGRAMMING IN TVDSB

a. Educational Programs in Care and/or Treatment, Custodial and Correctional (CTCC) Facilities

A. Canham presented information on the Educational Programs in Care and /or Treatment, Custodial and Correctional (CTCC) Facilities. A. Canham noted that Care and /or Treatment, Custodial and Correctional Facilities education programs are based on a collaborative model between the school board and the facility. The program is currently run by the Catholic school board.

In response to a question, A. Canham will look into the number of TVDSB students enrolled in this program.

8. MEETING AND SEAC EXIT SURVEYS DRAFT

Chair Grant provided for information the Special Education Advisory Committee Exit Survey. C. Goodall volunteered to assist Chair Grant with preparing the exit survey and a meeting evaluation survey to present at the 2018 November 12 SEAC meeting.

In response to a question, it was noted, feedback regarding meeting times would be included in the survey.

9. TRANSFER OF PAYMENT AGREEMENT FOR ASD PILOT

A. Canham reported TVDSB recently received funding from the Ministry to continue the Autism Spectrum Disorder Pilot. Training has been provided for 20 new educational assistants. A. Canham further noted a survey was completed to gather feedback about the program.

Discussion occurred regarding the data from the survey noting it has been sent to the Ministry and will be used to improve the Pilot Program. In response to a question, A. Leatham confirmed there would be follow up with Ministry regarding the feedback.

10. ROLE OF THE LST DOCUMENTS

a. The Role of the Learning Support Teacher

A. Canham explained the role of the Learning Support Teacher is to support staff, students, program planning and coordination, and communication and collaboration.

11. SPECIAL EDUCATION ADVISORY COMMITTEE PRIORITIES (STANDING ITEM)

a. SEA Automation Update

A. Canham, R. Ferrara, and S. Lawrie outlined the evolution of the SEA automation process, noting the pilot project is being extended for a second year to gather more data. A. Leatham answered questions regarding the consistency of duties performed by Learning Support Teachers.

S. Lawrie provided information and a demonstration on the SEA application process.

Information on the approval process that is completed daily was provided.

R. Ferrara provided information on the training plan for students accessing SEA equipment.

S. Lawrie and R. Ferrara answered questions from the committee about the SEA automation process. In response to a question S. Lawrie noted each device is tailored and applications are selected specifically for each student based on that student's assessment. Additional training for devices is provided upon request.

It was noted that often training isn't the barrier, that trouble shooting and Wi-Fi issues are causing the student to not be able to use their device.

12. PASSAGES TRANSITION FAIR UPDATE

- a. A. Leatham presented information about the Passages event taking place on 2018 November 7 from 4-7 p.m. at the Education Center. A. Leatham requested information from members for presentation at the fair.

The Passages poster has been sent to each member formatted as a JPEG, so members can easily share it online. This was requested during the meeting.

13. SPECIAL EDUCATION ADVISORY COMMITTEE PRIORITIES (STANDING ITEM)

The committee performed a ten minute group activity, the committee members were divided into five teams where they charted priorities "what should SEAC be working on this school year". Chair Grant noted the information will be collated and presented at the 2018 November 12 meeting.

A. Canham shared a brief recap from his one-on-ones and provided information on his plan to use the feedback to move SEAC forwards.

C. Goodall noted there needs to be a clear understanding on the true role of SEAC for all members.

14. SPECIAL NEEDS STRATEGY UPDATE (STANDING ITEM)

Chair Grant noted Children's Mental Health has undergone recent changes by the Ministry, updates will be provided as the information becomes available.

15. SPECIAL EDUCATION PLAN (STANDING ITEM)

Chair Grant noted work on the Special Education Plan will take place in the new year.

In response to a question, A. Leatham noted SEAC is striving to ensure priorities align with the Ministry, Board and the Special Education Plan.

16. MODIFIED DAY GUIDELINES (STANDING ITEM)

A. Canham noted there has been clarification within the schools on what needs to be recorded to ensure accurate information for modified days.

Discussion occurred around various reasons why a child might need modified days in kindergarten.

17. CORRESPONDENCE (STANDING ITEM)- None.

18. OTHER BUSINESS-None.

19. FORUM: ASSOCIATION UPDATES

A motion to extend the meeting until 3:10 p.m. was approved and carried.

Round table updates were completed; committee members highlighted some of the events and activities planned by various organizations in October and November. Flyers have already been handed or sent out.

20. 2018-2019 MEETING DATES- London Room

Monday, November 12, 2018 6:30 p.m. (Dundas)
Tuesday, December 11, 2018 12:15 p.m. (TBD)
Tuesday, January 8, 2019 12:15 p.m.
Tuesday, February 12, 2019 12:15 p.m. (Dundas)
Monday, March 4, 2019 6:30 p.m.
Tuesday, April 2, 2019 12:15 p.m. (Dundas)
Monday, May 6, 2019 6:30 p.m.

Monday, May 27, 2019 6:30 p.m.
Tuesday, June 11, 2019 12:15 p.m.

21. FUTURE AGENDA ITEMS

- Exceptionality Data & Trends (November & May)
- Informal Suspension (ongoing)
- Creating a Survey for Gifted Program (D. Ensing)
- Update on Phonological Awareness Screening Changes (V.Ferandes)
- Gifted Programming in Secondary (September)
- Self-Contained Class Process/Locations/Numbers (October)
- CTCC Programming in TVDSB (October)
- Primary Accelerate Class Video (September)
- Behaviour Analysts Update (November)
- November- LD Team (Update on Empower, Lexia)
- Review of SAL/Alt.Ed. Process (SEAC Priority Discussion) (September)

22. ADJOURNMENT

The meeting adjourned at 3:01 p.m. by motion.

TRACY GRANT
CHAIRPERSON

RECOMMENDATIONS: None

REPORT OF THE CHAIR'S COMMITTEE

2018 October 16
12:12 p.m. – 12:48 p.m.

MEMBERS

J. Bennett A. Morell
R. Tisdale M. Reid

ADMINISTRATION AND OTHERS

R. Culhane B. Williams
S. Kilbourn (-12:31)

Regrets: C. Goodall

1. APPROVAL OF AGENDA

The agenda was approved by motion.

2. CONFLICTS OF INTEREST – none declared

3. REVIEW OF UPCOMING MEETING AGENDAS

The committee reviewed and discussed the 2018 October 23 in-camera and public Board meeting agendas.

4. CORRESPONDENCE

A letter from the Ministry to the Chair regarding student transportation was received. The letter will be added as correspondence to the 2018 October 23 Board meeting agenda.

5. MPP MEETING

Possible dates for MPP meetings were tentatively scheduled for April 26 or May 17. MPPs will be contacted to determine a date.

6. LAWSON AWARDS CELEBRATION

It was noted the Lawson Awards Celebration is scheduled for 2019 June 12.

7. IN CAMERA

On motion, the committee moved in-camera at 12:31 p.m., reconvening in public session at 12:35 p.m.

8. OPSBA'S 2019 PUBLIC EDUCATION SYMPOSIUM (PES), TORONTO JANUARY 24-26

A. Morell advised on the PES conference. It was agreed to book rooms now in consideration of how quickly rooms are booked and the delay in submitting PD requests due to the election.

9. INTERVIEWS FOR ELEMENTARY PRINCIPALS AND VICE PRINCIPALS

The following motions were moved and carried:

That Trustees J. Bennett and G. Hart be appointed to sit on Elementary Vice-Principal interviews scheduled for November 2018.

That Trustees B. McKinnon and G. Hart be appointed to sit on Elementary Principal interviews scheduled for November 2018.

10. DIRECTOR OF EDUCATION PERFORMANCE REVIEW

The performance review for the Director of Education was scheduled to follow the Planning and Priorities Advisory Committee meeting scheduled for 2018 November 13.

11. TRUSTEE TRANSITION/NEW TRUSTEE ORIENTATION (STANDING ITEM) – IVEY SPENCER LEADERSHIP CENTRE

Tentative dates for the initial Trustee Orientation session were set for either November 10 or November 17. It was agreed to follow up with the 2018-2022 Trustees following the election to confirm a date.

12. SUPERINTENDENT OF BUSINESS INTERVIEWS

The Superintendent of Business interviews have been scheduled for 2018 November 2. Vice Chair A. Morell and Chair M. Reid will sit on the interview committee.

13. UPCOMING EVENTS AND INITIATIVES

- Pillar Awards, 2018 November 22
- Indigenous Student Trustee Election, 2019 April 17
- Student Trustee Elections, 2019 April 18
- Variety Is, 2019 April 25
- TVCHSA AGM and Dinner, 2019 May 13
- Award of Distinction, 2019 May 16
- Lawson Awards, 2019 June 12
- Annual Retirement Reception, 2019 September 11

14. OTHER BUSINESS

a. Communication to Schools Regarding Cannabis

In response to a question, R. Culhane described the communication going out to schools regarding the use of cannabis on school property noting regulations will be similar to the use of alcohol. The use of medical cannabis and the procedures with respect to its use have been clarified with school Administrators.

b. Political Advertising/Material

Discussion considered Board policy and guidelines regarding the distribution and posting of political advertising/material on school property. R. Culhane advised follow up correspondence will go out to all school Administrators in this regard. R. Culhane also offered to follow up on signs posted on school property to ensure they are removed.

15. DATE AND TIME OF NEXT MEETING

The next meeting was rescheduled from 2018 October 23 to 2018 October 30.

16. ADJOURNMENT

The meeting adjourned at 12:48 p.m. by motion.

RECOMMENDATIONS: None

MATT REID
Chair

Ministry of Education

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Ministre

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



SEP 25 2018

John Jevnikar, Chair
London District Catholic School Board
5200 Wellington Road South
London ON N6E3X8

Matthew Reid, Chair
Thames Valley District School Board
1250 Dundas Street
London ON N5W5P2

RECEIVED
OCT 02 2018
OFFICE OF THE CHAIR

Dear Mr. Jevnikar and Mr. Reid,

Thank you for your letter about student transportation, as well as the letters from your school boards sent to Assistant Deputy Minister Joshua Paul. I am pleased to respond.

I recognize the importance of student transportation services and that students should arrive at school safe and ready to learn. That is why I am encouraged to hear that an agreement has been reached with the school bus operators and that transportation service will be up and running for the first day of this school year. I would also like to acknowledge the significant efforts that you have invested in resolving the situation.

I understand the boards' concern for their financial situation and it is school boards' responsibility to make budgeting decisions based on their priorities. Having said that, I am open to continue discussions with the boards on how government funding for student transportation can be improved in the future to meet needs of students and their families.

Thank you again for taking the time to share your concerns.

Sincerely,

A handwritten signature in black ink, reading "Lisa Thompson".

The Honourable Lisa Thompson
Minister of Education

c.c. Laura Elliot, Director of Education, Thames Valley District School Board
Linda Staudt, Director of Education, London District Catholic School Board