

THAMES VALLEY DISTRICT SCHOOL BOARD REGULAR BOARD MEETING AGENDA

January 22, 2019, 7:00 P.M.
Board Room, Education Centre

1. CALL TO ORDER
2. O CANADA
3. SPECIAL MUSICAL PRESENTATION- South Ridge Public School
4. APPROVAL OF AGENDA
5. OFFICIAL RECORD-none
6. RECOGNITIONS
7. CONFLICTS OF INTEREST
8. CHAIR'S ANNOUNCEMENTS
9. DIRECTOR'S ANNOUNCEMENTS
10. PUBLIC INPUT
11. MINUTES OF THE 2018 DECEMBER 18 REGULAR BOARD MEETING
 - a. Confirmation of Minutes
 - b. Business Arising from Minutes
12. STUDENT TRUSTEE UPDATE
13. REPORTS FROM ADMINISTRATION
14. REPORTS FROM BOARD COMMITTEES
 - a. Policy Working Committee, 2018 December 18
 - b. Program and School Services Advisory Committee, 2019 January 8
 - c. Special Education Advisory Committee, 2019 January 8
 - d. Chair's Committee, 2019 January 8
 - e. Thames Valley Parent Involvement Committee, 2019 January 10

- f. First Nations Advisory Committee, 2019 January 15
- g. Planning and Priorities Advisory Committee, 2019 January 15
- h. Chair's Committee, 2019 January 15
- i. Committee of the Whole, In-Camera, 2019 January 22

15. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

- a. Ontario Public School Boards' Association (OPSBA)
- b. Thames Valley Education Foundation (TVEF)

16. COMMUNICATIONS

17. NOTICE OF MOTION

18. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

19. ADDITIONAL ITEMS

20. QUESTIONS/COMMENTS BY MEMBERS

21. ADJOURNMENT

THAMES VALLEY DISTRICT SCHOOL BOARD

REGULAR MEETING

December 18, 2018, 7:00 P.M.
Board Room, Education Centre

TRUSTEES

A. Morell (Chair)
 J. Bennett
 L. Pizzolato
 M. Ruddock
 B. Yeoman
 C. Rahman
 I. Frick
 S. Chun

S. Hunt
 B. McKinnon
 P. Cuddy
 S. Polhill
 B. Smith
 J. Skinner

REGRETS

N. Bajaj

ADMINISTRATION AND OTHERS

L. Elliott	P. Skinner
S. Mark	M. Moynihan (+7:24)
J. Pratt	S. Powell
S. Builder	P. Sydor
A. Canham	T. Testa
R. Culhane	A. Chahbar
K. Edgar	L. Griffith-Jones
D. Macpherson	S. Mark
C. Beal	B. Williams
L. Nicholls	S. Smith
J. Capaldi (-7:33)	

1. CALL TO ORDER

Board Chair Morell called the meeting to order at 7:00 p.m. and acknowledged the traditional territory on which the Board meeting is held.

2. O CANADA

Hillcrest P.S. opened the meeting with the playing of O Canada.

3. SPECIAL MUSICAL PRESENTATION- Hillcrest P.S

The appreciation of the Board was extended to Hillcrest P.S. for their performance and to Jodie Olver for leading in performing two musical selections.

4. APPROVAL OF AGENDA

The agenda was approved by motion by Trustee Rahman, seconded by Trustee Hunt.

5. OFFICIAL RECORD

None.

6. APPOINTMENT OF FIRST NATIONS TRUSTEE

Oneida Nation of the Thames Chief and Council appointed Carol Antone to fulfil the duties of the First Nations Trustee with the TVDSB.

Moved by J. Bennett

Seconded by P. Cuddy

THAT the appointment of Carol Antone, First Nations Trustee, to the Thames Valley District School Board be approved.

CARRIED

7. CONFLICTS OF INTEREST

None.

8. CHAIR'S ANNOUNCEMENTS

None.

9. DIRECTOR'S ANNOUNCEMENTS

Director Elliott welcomed the new Trustees. L. Elliott outlined a recent memo from the Ministry regarding funding cuts to the Education Program Other (EPO) Grants. The impact this will have was noted. Additional information will be provided at the next Planning and Priorities meeting.

L. Elliott acknowledged the contributions of staff to support many TVDSB families this season; holiday wishes were expressed.

10. PUBLIC INPUT

None.

11. MINUTES OF THE 2018 NOVEMBER 27 REGULAR BOARD MEETING AND THE 2018 DECEMBER 3 SPECIAL BOARD MEETING AND THE 2018 DECEMBER 11 INAUGURAL BOARD MEETING

a. Confirmation of Minutes

The minutes of the 2018 November 27 Regular Board meeting, 2018 December 3 Special Board meeting and 2018 December 11 Inaugural Board Meeting were approved on motion of Trustee Polhill, seconded by Trustee Ruddock.

b. Business Arising from Minutes

None.

12. STUDENT TRUSTEE UPDATE

Student Trustee Chun reported on the Ontario Student Trustee Association Council meeting where a variety of topics were discussed. She referenced an official press release issued on behalf of the Ontario Student Trustees regarding recent budget cuts titled "Ontario Students Urge Government's to Recognize the Magnitude of Funding Cuts".

Student Trustee Frick provided an update on Student Advisory Council's plan for a Next Gen conference at the end of 2019 May and a networking event in 2019 January. She also provided an update on the plan for a First Nations Girls' conference within Thames Valley on 2019 February 20. The conference will focus on learning traditions within a safe place.

13. REPORTS FROM ADMINISTRATION

a. Annual Report

L. Elliott presented the annual report and described activities in 2018 that contributed to meeting the Board's vision and mission. The content and posting of the report per Ministry requirements was described.

J. Capaldi outlined the benefits to having an online annual report, and provided a virtual tour of the report for the Board. T. Testa played the TVDSB holiday video for the Trustees.

b. Roch Carrier French Immersion Public School Enrolment Pressures

R. Culhane provided an update on the enrollment pressures at Roch Carrier French Immersion Public School and the plan to alleviate those pressures for the 2019-2020 school year.

Plans to limit the entry point to the French Immersion program to grade one students for the 2019-2020 were presented and discussed.

Questions of clarification regarding availability of childcare spaces, capacity at feeder schools, staffing and plans for reviewing the French Immersion Program were addressed by administration.

The communication plan to the system was outlined in detail.

14. REPORTS FROM BOARD COMMITTEES

a. Policy Working Committee, 2018 November 27

Trustee Morell referred to the written report of the Policy Working Committee provided to Trustees in the agenda package. Recommendations of the Committee were outlined.

Moved by J. Bennett

Seconded by J. Skinner

THAT the Assessment and Evaluation of Student Achievement policy (#5003) be rescinded.

CARRIED

b. Chair's Committee, 2018 December 4

Trustee Bennett referred to the written report of the Chair's Committee provided to the Trustees in their agenda package. Recommendations of the Committee were outlined.

J. Bennett advised the Board approved membership to the Board Committees through an electronic vote. It was noted that the appointment of Trustee Pizzolato as the alternate to the Safety and Crime Prevention Advisory Committee was not included in error.

Moved by J. Bennett

Seconded by S. Polhill

THAT L. Pizzolato be appointed as the Alternate to the Safety and Crime Prevention Advisory Committee.

CARRIED

Moved by J. Bennett

Seconded by M. Ruddock

THAT the following individuals be appointed to the Special Education Advisory Committee for the 2018-2022 term:

Christine Thammavongsa, Association for Bright Children

Nadia Brown, Autism Ontario

Mike Cvetkovich, Children's Aid Society of London

Barb Furac, Community Living London

Judy Wright, Community Services Coordination Network

Don Hunter (Alternate), Community Services Coordination Network

Alison Morse, Easter Seals

Bob Harvey, Epilepsy Support Centre

Jayne Arts (Alternate), Epilepsy Support Centre

Tracy Grant, Fetal Alcohol Spectrum Disorder Network

Wendy Conforzi (Alternate), Fetal Alcohol Spectrum Disorder Network

Paul Cook, Learning Disabilities Association London
 Deborah Shore Reid (Alternate), Learning Disabilities Association London
 Suzanne Young, London Autism Developmental Support Group
 Christina Devlin (Alternate), London Autism Developmental Support Group
 Lori Turner-Otte, Ontario Parents Advocating for Children with Cancer
 Kim Vander Schelde (Alternate), Ontario Parents Advocating for Children with Cancer
 Janet Gritzan, Thames Valley Children's Centre
 Colleen Willoughby (Alternate), Thames Valley Children's Centre
 Jennifer Courtney-Nuyens, Thames Valley Council of Home & School Associations
 Melissa Noszenko (Alternate), Thames Valley Council of Home & School Associations
 Laura Dunlop-Dibbs, Vanier Children's Services
 Sheri Grabstas (Alternate), Vanier Children's Services
 Michele Barbeau, VOICE for the Hearing Impaired
 Natalie Davison (Alternate), VOICE for the Hearing Impaired.

CARRIED

J. Bennett advised on the approval of the professional development requests for Trustees C. Rahman, J. Skinner, A. Morell, L. Pizzolato, S. Hunt, B. Yeoman; and Student Trustees S. Chun and I. Frick to attend the 2019 Public Education Symposium.

c. Committee of the Whole, In-Camera, 2018 December 18

Trustee Bennett reported the Committee of the Whole met in-camera from 5:05 p.m. to 5:27 p.m. The committee discussed confidential legal and personal matters.

Moved by J. Bennett

Seconded by J. Skinner

THAT the motions at the in-camera session of 2018 December 18 related to personal matters be approved.

CARRIED

15. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

a. Ontario Public School Boards' Association (OPSBA)

J. Skinner provided an update on the OPSBA meeting, where Minister of Education Lisa Thompson addressed a variety of topics. A summary of the meeting was sent to the Trustees prior to the meeting.

b. Thames Valley Education Foundation (TVEF)

Trustee McKinnon reported there was no TVEF meeting held in December. He promoted the hot chocolate fundraiser taking place 2018 December 19.

16. COMMUNICATIONS

a. Oneida Nation of the Thames- First Nations Advisory Committee, Membership

Oneida Nation of the Thames appointed Bette Summer (Life Long Learning Administrator), Ursula Doxtator (Elected Councillor) and Charity Doxtator (Elected Councillor) to the First Nations Advisory Committee for the 2018-2019 term.

Moved by C. Rahman

Seconded by B. McKinnon

THAT Bette Summers, Ursula Doxtator and Charity Doxtator be appointed to the First Nations Advisory Committee for the 2018-2019 term (2018 December 18– 2019 November 30).

CARRIED

b. Thames Valley Parent Involvement Committee, Membership

A letter from the Thames Valley Administrator's Committee- Elementary to appoint Kim Robertson to sit on the Thames Valley Parent Involvement Committee was received.

Moved by B. Yeoman

Seconded by P. Cuddy

THAT Kim Robertson be appointed to the Thames Valley Parent Involvement Committee for the 2018-2019 term (2018 December 18– 2019 November 30).

CARRIED

17. NOTICE OF MOTION

None.

18. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

Trustee Skinner outlined the progress made with the installation of AED's in TVDSB schools highlighting the fundraising efforts of various community groups.

Trustee Skinner described the rationale for his motion to refer the AED policy and procedure to the Policy Working Committee noting his concerns with the wording in the procedure that precludes the ability for the Board to set aside funds for the purchase and maintenance of AEDs.

Moved by J. Skinner

Seconded by S. Hunt

THAT the AED Policy be referred to the Policy Working Committee to review the funding structure for the purchase and maintenance of AEDs in schools.

CARRIED

19. ADDITIONAL ITEMS

None.

20. QUESTIONS/COMMENTS BY MEMBERS

None.

21. ADJOURNMENT

On motion of Trustee Pizzolato and Trustee Rahman, the meeting adjourned at 8:48 p.m.

RECOMMENDATIONS:

THAT the appointment of Carol Antone, First Nations Trustee, to the Thames Valley District School Board be approved.

THAT the Assessment and Evaluation of Student Achievement policy (#5003) be rescinded.

THAT L. Pizzolato be appointed as the Alternate to the Safety and Crime Prevention Advisory Committee.

THAT the following individuals be appointed to the Special Education Advisory Committee for the 2018-2022 term:

Christine Thammavongsa, Association for Bright Children
Nadia Brown, Autism Ontario
Mike Cvetkovich, Children's Aid Society of London
Barb Furac, Community Living London
Judy Wright, Community Services Coordination Network
Don Hunter (Alternate), Community Services Coordination Network
Alison Morse, Easter Seals
Bob Harvey, Epilepsy Support Centre
Jayme Arts (Alternate), Epilepsy Support Centre
Tracy Grant, Fetal Alcohol Spectrum Disorder Network
Wendy Conforzi (Alternate), Fetal Alcohol Spectrum Disorder Network
Paul Cook, Learning Disabilities Association London
Deborah Shore Reid (Alternate), Learning Disabilities Association London
Suzanne Young, London Autism Developmental Support Group
Christina Devlin (Alternate), London Autism Developmental Support Group
Lori Turner-Otte, Ontario Parents Advocating for Children with Cancer
Kim Vander Schelde (Alternate), Ontario Parents Advocating for Children with Cancer
Janet Gritzan, Thames Valley Children's Centre
Colleen Willoughby (Alternate), Thames Valley Children's Centre
Jennifer Courtney-Nuyens, Thames Valley Council of Home & School Associations
Melissa Noszenko (Alternate), Thames Valley Council of Home & School Associations
Laura Dunlop-Dibbs, Vanier Children's Services
Sheri Grabstas (Alternate), Vanier Children's Services
Michele Barbeau, VOICE for the Hearing Impaired
Natalie Davison (Alternate), VOICE for the Hearing Impaired.

THAT the motions at the in-camera session of 2018 December 18 related to personal matters be approved.

THAT Bette Summers, Ursula Doxtator and Charity Doxtator be appointed to the First Nations Advisory Committee for the 2018-2019 term (2018 December 18– 2019 November 30).

THAT Kim Robertson be appointed to the Thames Valley Parent Involvement Committee for the 2018-2019 term (2018 December 18– 2019 November 30).

THAT the AED Policy be referred to the Policy Working Committee to review the funding structure for the purchase and maintenance of AEDs in schools.

Arlene Morell

Chair of the Board

REPORT OF THE STUDENT ADVISORY COUNCIL (SAC)

2018 December 12
4:00-6:00 p.m.

Student Trustees: N. Bajaj, S. Chun, I. Frick

Students: A. Balluku (London Central SS), D. Benning (Sir Frederick Banting SS), S. Bladia (Westminster SS), W. Dickert (Ingersoll DCI), J. Fan (HB Beal SS), F. Irfan (Saunders SS), A. Jeffery (Saunders SS), A. Liu (AB Lucas SS), E. Wilson-McKivior (Medway H.S.), J. Monteith (London South Collegiate), E. Park (AB Lucas SS), J. Patel (Oakridge SS), D. Pearce (Central Elgin CI), H. Reid (College Ave SS), S. Searle (Ingersoll DCI), S. Shelly (East Elgin SS), R. Shuklo (Sir Frederick Banting SS), J. Stevenson (College Ave SS), H. Walkom (Clarke Road SS), C. Wilson (Strathroy DCI), B. Woodward (London Central SS), K. Zimoch (Strathroy DCI).

Administration and Others: A. Morell (Chair), L. Pizzolato (Trustee), D. Macpherson (Superintendent), S. Kilbourn (Assistant to the Trustees), Guest M. Madlol (Oakridge SS)

1. INTRODUCTIONS, APPROVAL OF AGENDA AND MINUTES

Student Trustee Frick called the meeting to order at 4:15 p.m. and acknowledged the traditional territory on which the Student Advisory Council meeting is held. The minutes of the 2018 November 7th meeting and agenda were approved as presented.

2. INTRODUCTION OF TEAM BUILDING DAY

The Student Trustees introduced the idea of holding a team building day. The day would feature activities to help the group learn more about each other and their prospective schools. It was decided that the Team Building day would be held 2019 January 3rd.

3. FREE THE FLOW PRESENTATION

Student Trustee S. Chun presented her initiative Free The Flow. Student Trustee Chun would like to see all Thames Valley District School Board schools provide free sanitary products for their female students. Currently Student Trustee Chun is planning to collect information from school principals and present a report to the Board of Trustees asking for their help in putting the plan into action.

4. PRESENTATION OF PROCEDURE REVIEW COMMITTEE

Superintendent Macpherson and Student Trustee Bajaj presented and reviewed changes suggested by the review committee of the Student Advisory Council Procedure. Senators were advised that pending the December 18, 2018, Policy Working Committee approval, the draft procedure would be posted for 60 days for public input. During this input period, senators are encouraged to post their comments and suggestions.

5. KEYNOTE SPEAKER M. MADLOL

M. Madlol, winner of the Pillar Leadership Award and student at Oakridge Secondary School spoke to the group. He explained that he received the award for his work with the Boys and Girls Club, as well as his additional work within the community. He explained that there were three types of people: wishers, talkers and doers. He asked the group to think about which one applied to them. M. Madlol said that the reason he was doing his volunteer work within the community was because it was the right thing to do.

6. OTHER BUSINESS

NEXT GEN (WO)MEN Conference: The Student Trustees spoke about the upcoming Thames Valley District School Board Student Lead Conference happening on 2019 May 22. The group liked the name and the planning brochure was reviewed. The planning committee was to meet in the Middlesex room following the Student Advisory meeting.

FIRST NATIONS GIRLS' CONFERENCE

Student Trustee Frick shared with the group that she was planning a First Nations Girls' conference within Thames Valley on 2019 February 20th. The conference will focus on learning traditions within a safe place. The conference will be held in the Thames room at the Education Centre.

STUDENT COUNCIL CONFERENCE:

Students Stevenson and Reid of Colleague Avenue Secondary School shared that they will be hosting a Board wide conference for those involved in student councils at their schools.

VIDEO ON THE ROLE OF A STUDENT SENATOR

E. Park at student at AB Lucas Secondary School spoke about doing a video on the role and responsibilities of a Student Senator. A video available on the Thames Valley website was reviewed with the group. Senators agreed to establish a promotion/communication committee to explore further the use of a variety of media to support student interest in the Student Advisory Committee.

7. **WORKING DINNER: Q&A WITH THE DIRECTOR**

The Senators enjoyed dinner as Student Trustee Bajaj welcomed Director L. Elliott. The Senators asked the Director questions regarding her role with the Board.

8. **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

N. Bajaj

Student Trustee
Co-Chair

S. Chun

Student Trustee
Co-Chair

I. Frick

Student Trustee
Co-Chair

Questions of clarification were answered by D. Macpherson.

The following recommendation was moved and carried:

THAT the revised Student Advisory Council Procedure be posted for public input for 60 days.

b. Communications Procedures for Handling Situations/Incidents of Crisis/Controversy- Independent Procedure (9008)

Chair Bennett welcomed T. Testa and R. Hoffman to the Committee; T. Testa provided a brief outline of their roles.

T. Testa presented for consideration the revisions to the Communications Procedures for Handling Situations / Incidents of Crisis / Controversy- Independent Procedure (9008) to accurately capture a more current procedure for critical incidents, such as social media and the changed role of mainstream media.

Questions of clarification were answered by T. Testa and R. Hoffman.

Upon request of Chair Bennett, T. Testa shared an example of a recent situation and how the procedure was applied to the situation.

Suggested revisions to the procedure were captured by T. Testa.

L. Elliott reported a memo was received on 2018 December 14 from the Ministry, requiring notification from schools for a variety of situations. This list of required notifications will be added into the revisions.

The following motion was moved and carried:

THAT the revised Communications Procedures for Handling Situations / Incidents of Crisis / Controversy- Independent Procedure (9008) be posted for public input for 60 days.

c. Employee Accident/Incident Report Procedure (9009)

Chair Bennett introduced J. Roy and L. Nicholls to the Committee; L. Nicholls provided a brief outline of their roles.

J. Roy presented for consideration the revisions to the Employee Accident/Incident Report Procedure (#9009) to reflect changes from an Independent Procedure to a Procedure to align with the existing Health and Safety Procedures.

Questions of clarification were answered by J. Roy.

Suggested revisions to the procedure were captured by J. Roy.

The following motion was moved and carried:

THAT the revised Employee Accident/Incident Report Procedure (#9009) be posted for public input for 60 days.

8. Policies/Procedures Following Public Input

a. School Response to Threatening Behaviours Procedure (4008g)

K. Edgar and S. Powell provided an outline of the procedure and a recap of the changes that were made.

K. Edgar outlined the Violence Threat Risk Assessment and the varying levels of threat assessments.

K. Edgar reported there were three responses gathered from public input. There were no changes made as a result of public input.

Questions of clarification were answered by K. Edgar and S. Powell and L. Elliott.

Suggested revisions to the procedure were captured by K. Edgar.

The following motion was moved and carried:

THAT the revised School Response to Threatening Behaviours Procedure (4008g) be approved and provided to the Board for information.

9. Policies/Procedures Requiring Additional Consideration

None.

10. Other Business

a. EIE Committee Trustee Appointment

A. Morell outlined the purpose of the EIE committee and L. Elliott outlined the role of the Trustee on the Committee.

Trustee Bennett was appointed to the EIE committee.

11. Date and Time of Next Meeting

The next meeting will be held 2019 January 22 at 3:00 p.m.

12. Adjournment

The meeting adjourned by motion at 4:58 p.m.

RECOMMENDATIONS:

None.

**Joyce Bennett
Committee Chairperson**



PROCEDURE

Title: **VIOLENCE THREAT RISK
ASSESSMENT: SCHOOL RESPONSE
TO THREATENING BEHAVIOURS**

Procedure No.: **4008g**
Effective Date: **2013 September 10**

Department: **Learning Support Services**

Reference(s): *Safe Schools Act, 2006*
Safe School Policy (4008a)
Police/School Board Protocol (4008e)
Emergency Procedure- Operations (4001)
Safe School – Suspension of Students (4003)
Traumatic Events Response Team Procedure (9005)
Policy/Program Memorandum No. 145
Risk of Violence Assessment Procedure (5014)
Community Threat Assessment Protocol: Collaborative Approach
Assessing and Responding to Potential Violence
Caring and Safe Schools in Ontario
Canadian Centre for Threat Assessment and Trauma Response
(CCTATR)
Violence Threat Risk Assessment Level One and Two Training,
Canadian Centre for Threat Assessment and Trauma Response

1.0 Introduction

The purpose of the *Violence Threat Risk Assessment (VTRA): School Response to Threatening Behaviours procedure* is to provide the framework for a school response to threat-making behaviours in school. The goal is to broaden system capacity to respond to threats of violence, and to remove or reduce, as far as possible, any threats to the safety of students, parents/guardians, school staff, the school or other buildings.

It is the responsibility of all in the school setting to respond to threats and to follow-up with appropriate reporting, information gathering and, where indicated, intervention. From time to time a student may make threats towards individual students, groups of students, teachers, others or to whole schools. The threats may be verbal, written, drawn or delivered indirectly through electronic means. At times a threat may not present a substantive or credible risk but at other times, the threat may pose an immediate and/or serious risk of harm to others. All school administrators are required to develop plans and introduce measures to create caring and safe schools.

Threat assessment is a process of determining if a threat maker actually poses a risk to the target(s) being threatened. The key principles in risk/threat assessment are:

Administered By: **Learning Support Services**

Amendment Date(s): 2018 December 18

- The sharing of relevant information on a proactive basis to avert or minimize dangers that affect the health and safety of any person;
- Fostering open communication with relevant team members. **Working in isolation is a risk;**
- Determining the level of concern in a timely manner, usually within the same day, to identify next steps in the response plan. **All threats should receive a response;**
- Investigating the mindset of the person making the threat with a thoughtful probing viewing of information and paying attention to key points about pre-attack or baseline behaviour;
- Maintaining an objective, fact-finding approach to avoid misguided assumptions based on subjective impressions and hearsay.

Along with early intervention measures, this procedure supports proactive planning to support traumatic events and reflects safe, caring and restorative approaches. The evidence indicates that all threats warrant some degree of investigation and follow-up. Where threats have not been investigated and concerning signs not followed up, there have been tragic consequences.

1.1 Definition of a Threat

The Threat Assessment (TA) is a process to determine if the threat-maker poses a risk to the target(s) being threatened. Threats can be:

- **Direct:** A threat that identifies a specific act against a specific target and is delivered in a straightforward, clear and explicit manner (ie. “I am going to stab Jason in the cafeteria at lunch.”);
- **Indirect:** A threat that tends to be vague, unclear or ambiguous (ie. “I could kill you, I could kill everyone in this school.”);
- **Veiled:** A threat that strongly implies, but does not explicitly threatened violence (i.e., “My life would be better if you weren’t around.”);
- **Conditional:** A threat that warns that a violent act will happen unless certain terms are met (i.e., “If you don’t give me the money you owe me, I am going to shoot you.”).

Cameron and Sawyer (2000) state that threats include but are not limited to:

- Possession of weapons;
- Bomb threats;
- Verbal/written threats to kill or injure others;
- Internet website, emailed, text-messaged threats to kill or injure others;
- Threats may be written, verbal, drawn, posted on the internet or made by gesture only and ...may be direct, indirect, conditional or veiled. (p.4)

1.2 Why VTRA?

Research and information gathered from inquests and reports in the aftermath of mass shootings at schools and colleges (Canadian Centre for Threat Assessment and Trauma Response [CCTATR]):

- Incidents of targeted violence at school rarely are sudden, impulsive acts. Violence is evolutionary. It is a myth that a person “just snaps”;
- Prior to most incidents, other people knew about the attacker’s idea and/or plan to attack. The perpetrator had often shared a plan with a peer;
- Most attackers did not threaten their targets directly prior to advancing their attack;
- There is no accurate or useful “profile” of students who engage in targeted school violence;
- Most attackers engaged in some behaviour, prior to the incident, that caused others concern or indicated a need for help. Threat making can often be viewed as a cry for help;
- Most attackers had difficulty coping with significant losses or personal failures. Many had considered or attempted suicide. Suicidal and homicidal thinking occurring together indicates a significant risk;
- Many attackers felt bullied, persecuted, or injured by others prior to the attack;
- Most attackers had access to and had used weapons prior to the attack;
- In many cases, other students were involved in the attack in some capacity;
- Despite prompt law enforcement responses, most attacks were stopped by means other than law enforcement intervention and most were brief in duration.

2.0 The Nature of Threat Related Behaviour

Baseline Behaviours: Behavioural tracking is the method used to formally determine baseline behaviour functioning. To determine baseline behaviour, ask the question, “Is this behaviour typical for this individual?” If the behaviour is typical, then that serves as the baseline for future reference. If the behaviour is not typical, or a deviation from a previously identified behaviour is observed, then evolution can be inferred.

Worrisome Behaviours: The majority of threat-related behaviours can be categorized as worrisome behaviour. Worrisome behaviours are those that cause concern for members of the school or community system that may indicate that a student is moving toward a risk of serious violent behaviour. This may include instances where a student may be engaging in behaviour such as drawing pictures, writing stories or making vague statements that do not, in and of themselves, constitute “uttering threats,” as defined by law but are causing concern for some members of the school community because of their violent content. Identifying and following up on worrisome behaviours results in earlier interventions. Violence can be prevented through early recognition of worrisome behaviours and the development of an intervention plan to address these behaviours and reduce the risk that they will escalate to the point of threats and/or violence. Typically, a threat assessment would not be undertaken to address worrisome behaviours. Rather, a multi-disciplinary intervention plan should be developed so it can be put in place for the student, before these behaviours warrant a threat assessment.

3.0 Preliminary Investigation and Determining Level of Risk

The Principal (“Principal” refers to Principal or designate) upon receiving a report will, as soon as possible, conduct a preliminary investigation to clarify details about the incident by interviewing (where possible) the student who has made the threat, any potential or actual victims and any bystanders or witnesses with material information. A decision will be made as to which of the following categories the incident falls into:

Call 911 if there is imminent danger or the threat is time sensitive and needs an immediate action/response.

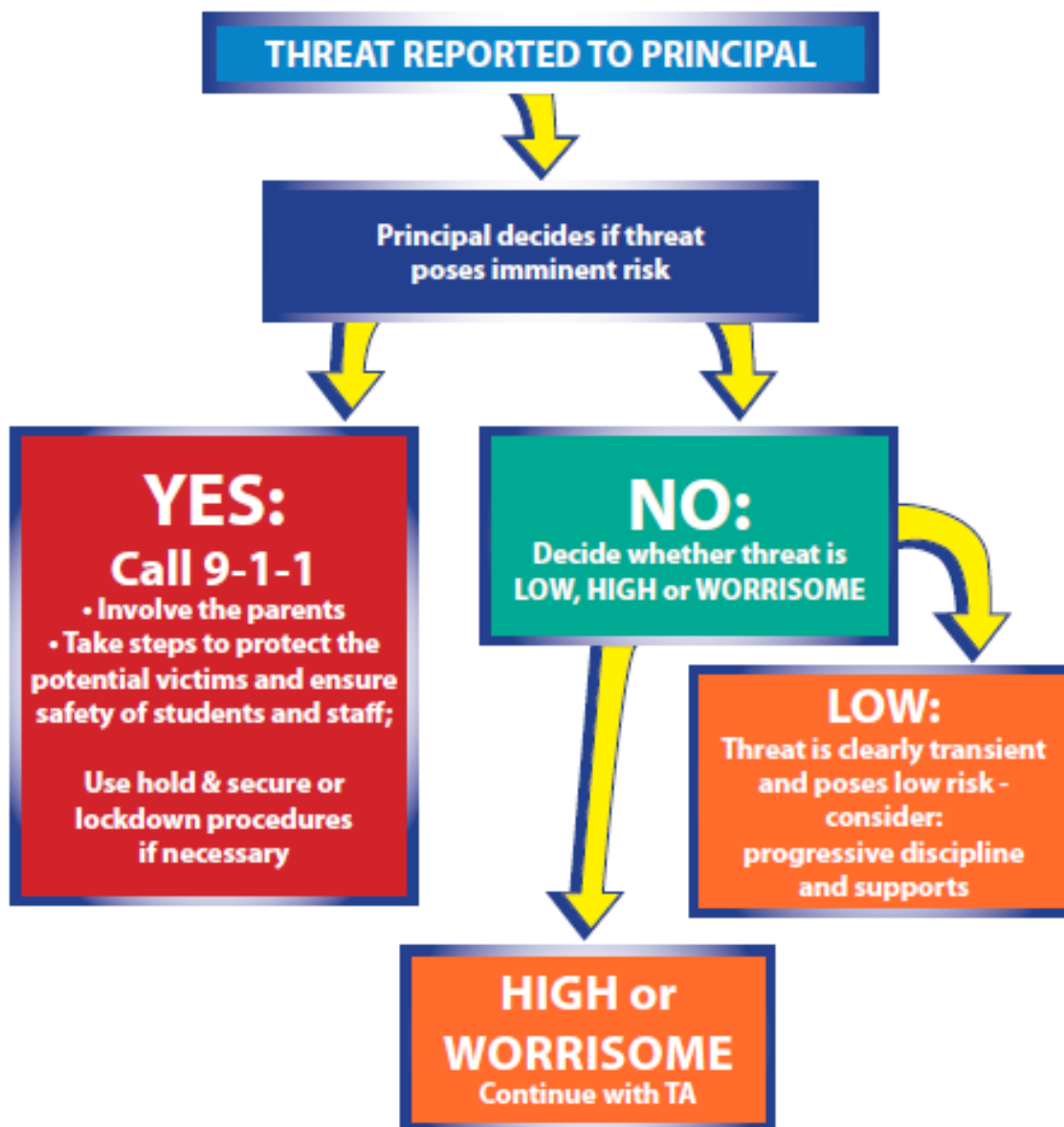
Imminent risk (immediate threat, e.g. student has weapon in possession)

- Principal contacts police immediately (**CALL 9-1-1**);
- Use hold and secure/lockdown procedures as appropriate;
- Do not proceed with Stage 1 Threat Assessment until the immediate safety of all has been addressed. The Board VTRA lead (Superintendent of Student Achievement, Safe Schools) should be contacted at this stage.

High risk (e.g. threatens – Section 264.1 Criminal code)

- Principal contacts police (if available use the officer assigned to the school);
- Principal continues to gather further information about the incident and the student.

This decision process is represented in the following flow chart:



CONTACTING THE POLICE

If the threat or violent behaviour is deemed significant by school administrator or serious enough to warrant charges, contacting local police is recommended (even for students under 12 years of age).

Note: School administrators need to follow mandatory police reporting requirements under the Safe Schools Act and the Police-School Board Protocol.

Note: victims may independently pursue charges even if not recommended by the school.

4.0 Stage One of Investigation – Internal

Stage **one** is an in-school response involving a number of steps as outlined below. In the case where the Principal's decision is that the situation is High Risk, the Principal will convene an emergency team of relevant personnel who comprise the Threat Assessment Team. Team members should include: a school administrator, a staff member who knows the student well, learning support/student success teacher, psychological services staff, social work/counselling staff, and, if available, a police services liaison officer.

The Principal will notify the Superintendent of Student Achievement for the school and the Superintendent of Student Achievement, Safe Schools, that a Threat Assessment is being conducted.

The School Threat Assessment team must include at least one individual with Level 1 Threat Assessment Training from the Canadian Centre for Threat Assessment and Trauma Response.

The Principal will notify the parents/guardians of the incident and that further investigation is continuing in accordance with the procedures outlined in the "Fair Notice" section of the procedure.

It is the responsibility of the Threat Assessment Team to continue to gather information, using the Stage One Report Form (Appendix A). This assessment should follow the steps outlined in the CCTATR workbook. Upon completion, the Stage One Report Form (Appendix A) should be filed in the VTRA file in the office of the Principal, NOT in the OSR. A copy must be sent to the Superintendent of Student Achievement of the school and the Superintendent Student Achievement, Safe Schools. The TVDSB VTRA Form (Appendix C) should be completed and filed in the student's OSR.

Based on the information gathered and the determination of level of risk, the Principal, in consultation with the team, and with direction from the Superintendent of Student Achievement, Safe Schools, will develop a **Stage One Intervention Plan (Appendix B)** which may involve a number of different possible elements including school safety and behavioural planning, further assessment, parent engagement, police involvement, community agency referral, and progressive discipline. Upon completion, the **Stage One Intervention Plan (Appendix B)** should be filed in the VTRA file in the office of the Principal. A copy must be sent to the Superintendent of Student Achievement of the school and the Superintendent Student Achievement, Safe Schools.

Note: All forms are found in Electronic Forms.

Please see section 7.0 Special Considerations for specific information regarding threat assessment and suspension.

5.0 Stage Two of the Investigation: School and Community

If indicated by the information gathered, a more comprehensive threat/risk assessment may be required. This is referred to as a **Stage Two VTRA** and involves a larger group who have more specialized training referred to as the Community Threat Risk

Assessment and Intervention Team (CTRAIT). It also involves accessing community supports when the school team at Stage One decides that they need more help in determining level of risk and when members agree that the level of risk is high (see: *Community Threat Assessment Protocol: Collaborative Approach to Assessing and Responding to Potential Violence*).

The Principal will contact the TVDSB VTRA Lead (Superintendent of Student Achievement, Safe Schools) for direction regarding next steps.

The steps that may be taken in Stage Two are flexible, possibly including the following:

- Contacting community members who have received Threat Assessment Training from the Canadian Centre for Threat Assessment and Trauma Response;
- Review of available information and any gaps and make a decision to obtain more complete or more detailed information on the areas of concern such as risks or worrisome behaviours identified in Stage One;
- Efforts to engage the parents/guardians in a collaborative way to address the concerns and to collaborate with them in finding solutions;
- Involvement of police and community agencies to develop a safety and/or treatment plan. (Note that while legislation permits the disclosure of information where there is imminent danger, there may be circumstances where consent to release information is an issue).

6.0 Communication

Safe schools are schools that promote open communication in a culture of information sharing and reporting of concerns. Administrators, teachers, school support staff, students and parents/guardians must have the support to openly voice concern about school safety.

Fair Notice: Schools will share information regarding *Fair Notice* to the community at the commencement of the school year informing parents/guardians of the threat assessment protocol.

School and Community Threat/Risk Assessment Protocol: School and Community Threat Assessment Protocol has been adopted by the Thames Valley District School Board and the London District Catholic School Board in collaboration with community agencies in Elgin, Oxford and London/Middlesex, which recognizes that there is a mutual and broad community responsibility to maintain safety and to prevent violent occurrences. A copy of the ***Community Threat Assessment Protocol*** can be found on the Board's website.

Communication with the Media: Administrators will consult with the Communications Officer and the affiliate Superintendent before engaging with the media. A communication plan may be developed to share information with students, staff and parents/guardians. The Board will generally take the lead role in managing the media, particularly when there is involvement of a community partner(s) in the evaluation of the threat.

7.0 Special Considerations

7.1 Threat Assessment and Suspension

A poorly timed out-of-school suspension may increase the risk of violence, as it may be viewed by the student as “the last straw.” Although the suspension does not cause the violence, it may create a context for high-risk students to take the step from planning to action. Therefore, unless the threat maker already poses an imminent or obvious safety concern, it is recommended that the VTRA team be activated, where possible, before a suspension is imposed. The Stage 1 team is activated and the Stage 1 Report Form data is collected within reason before a suspension is even considered. **Threat/Risk Assessment is not a disciplinary measure.**

7.2 Students with Special Needs

In accordance with the Education Act, a Principal must consider “mitigating factors” when considering when to hold a student responsible for a violation of the Board Code of Conduct. These include whether the student has the ability to control their behaviour and whether they have the ability to see the foreseeable consequences of their behaviour. The VTRA protocol will not be activated when students with special needs engage in threat making or aggressive behaviours that are typical of the “baseline.” If the student with special needs goes beyond their typical baseline behaviour, the VTRA process should be initiated.

7.3 Suicidal Ideation

If the threat indicates suicidal ideation or the level of risk for suicide is high, refer to the Response to Risk of Student Suicide procedure.

7.4 Students of Culturally Diverse Populations

The potential for cultural bias is well-documented in literature.

Members of some minority cultures experience significant rates of poverty, racism and discrimination; language barriers might also exist. These factors, along with potential distrust for authority figures may lead to the presence of multiple stressors that may increase the perceived level of risk or actual risk.

When language barriers exist it is vital, if possible, that respondents speak in their first language and that a neutral interpreter be used to translate. Similarly, it is vital that the individuals involved in the VTRA are familiar with the cultural backgrounds of all parties being interviewed and whenever possible at least one member of the team is the identified specialist in that area. If there are no VTRA team members knowledgeable of a particular culture or language, then an untrained staff member or other professional may, with consent, be brought in as a consultant to the team. Ideally, one member of the VTRA team is of the same cultural background as respondents from ethnic minorities.

7.5 Other Diverse Populations

The Thames Valley District School Board recognizes that groups in our communities face systemic and individual biases that may be related to race, colour, culture, ethnicity, linguistic origin, disability, socio-economic class, age, ancestry, nationality, place of origin, religion, faith, sex, gender, sexual orientation, family status, and/or marital status. As the original peoples of Canada, First Nations, Metis and Inuit community face similar and unique biases. To the extent that the Thames Valley District School board recognizes that these biases exist within the school system, it is committed to fairness, equity, and inclusive education and principles of the system.

As with students of culturally diverse populations, it is vital that the individual involved in the VTRA is familiar with the background of the parties being interviewed, and sensitive to the nature of the diversity.

THAMES VALLEY DISTRICT SCHOOL BOARD

PROGRAM AND SCHOOL SERVICES ADVISORY COMMITTEE

January 8, 2019, 6:00 p.m.
Board Room, Education Centre

Members: Trustees S. Polhill(Chair), J. Bennett, B. McKinnon, A. Morell, J. Skinner, S. Hunt, P. Cuddy, B. Yeoman, L. Pizzolato, B. Smith, M. Ruddock, C. Rahman; Student Trustee S. Chun

Regrets: Trustee C. Antone; Student Trustees N. Bajaj, I. Frick

Administration: L. Elliott (Director), R. Culhane (Associate Director), D. Macpherson (Superintendent), P. McKenzie (Superintendent)(-7:04), S. Builder (Superintendent), Marion Moynihan (Superintendent), B. Nielsen (Learning Support Services)(-7:04), N. Miller (Learning and Support Services)(-7:04), A. Marlowe (Equity and Diversity)(-7:57), C. Stager (Manager, Research & Assessment)(-9:05), N. Rayfield (Research Associate, Research and Assessment)(-9:05), S. Armstrong (Learning and Support Services)(-9:05), K. Auckland (Learning and Support Services)(-9:05), S. Askey (Principal-Operations)(-9:05), L. Reid (Principal-Operations)(-9:05), J. Bruce (Principal)(-9:05), S. Smith (Corporate Services)

1. Approval of the Agenda

The agenda was approved on motion.

2. Election of Vice Chair

Trustee Yeoman was elected to the position of Vice-Chair of the Program and School Services Advisory Committee for the term ending 2019 November 30.

The Ballots were destroyed.

3. Conflicts of Interest

None declared.

4. Minutes of the Previous Meeting

The minutes of the 2018 November 6 meeting were provided for information.

a. Business Arising from the Previous Meeting

None.

5. Community Connected Experiential Learning Strategic Plan for TVDSB (CCEL)

B. Nielsen provided an overview of the context, components, actions and expected impacts involved in the development of the Community Connected Experiential Learning (CCEL) Strategic plan for the TVDSB. This was provided to the Trustees prior to the meeting.

N. Miller outlined the details of the three year initiative and how it aligns with the TVDSB Operation Plan. N. Miller reviewed examples of community initiatives already implemented. Future priorities were reviewed.

P. McKenzie summarized the key themes of engagement, and real world opportunities available for students through community engagement.

Questions of clarification were addressed by N. Miller and P. McKenzie.

In response to a question, L. Elliot advised future funding for the initiative is unknown at this time.

6. EQAO Data and Next Steps

S. Builder introduced S. Armstrong, K. Auckland, N. Rayfield, C. Stager, S. Askey, L. Reid, J. Bruce and M. Moynihan. N. Rayfield and C. Stager presented an update on the EQAO data and next steps. This report was provided to the Trustees prior to the meeting and a copy of the power point presentation was provided at the meeting.

Information was provided on the work being done to support administrators and teachers in their ongoing efforts to build student knowledge and skills in mathematics and literacy. Available resources for educators were shared. Information on how the EQAO data will be used to further support learning was described. An example on how data is being used at one school was demonstrated.

Discussion occurred and questions of clarification were addressed by administration.

A motion to sit until 9:15 p.m. was moved and CARRIED.

7. Community Advisory Committee Updates (Standing Item)

None.

8. Other Business

It was noted that requests for Administrative Reports require Board approval through a motion.

9. Questions and Comments of Members (Standing Item)

None.

10. Future Agenda Items

No discussion.

11. Date and Time of Next Meeting

The next meeting is scheduled for 2019 February 5.

12. Date and Time of Next Meeting

The meeting was adjourned on motion at 9:08 p.m.

**Sheri Polhill
Committee Chair**

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

2019 January 8
12:20 p.m. to 3:20 p.m.

MEMBERS

B. Furac, Community Living London
A. Morse, Easter Seals Ontario
B. Harvey, Epilepsy Support Centre
P. Cook, Learning Disabilities Association of Ontario(+12:54)
L. Turner-Otte, Ontario Parents Advocating for Children with Cancer
M. Cvetkovich, Children's Aid Society of London and Middlesex
J. Wright, Community Services Coordination Network (CSCN)
T. Grant, Fetal Alcohol Spectrum Disorder Network
S. Young, London Autism Development Support Group
J. Gritzan, Thames Valley Children's Centre
N. Davison, VOICE for the Deaf and Hard of Hearing
J. Courtney-Nuyens, Thames Valley Council Home and School Associations
J. Bennett, Trustee
L. Pizzolato, Trustee
B. Yeoman, Trustee
D. Shore-Reid, Learning Disabilities Association London

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
S. Smith, Corporate Services
B. Williams, Corporate Services(-12:41)
J. Capaldi, Communication Specialist
S. Dobaczewski, Vanier Children's Services
C. Beal, Superintendent (+12:43) (-1:26)
S. Macey, Manager, Finance(+12:43)(-1:26)
A. Goldie, Finance Analyst (+12:43) (-1:26)
C. Kechego, Education Director Chippewas of the Thames

Regrets: D. Clark, C. Thammavonga, N. Brown, L. Dunlop-Dibbs,
M. Barbeau,

1. CALL TO ORDER

A. Canham called the meeting to order at 12:20 p.m. in the London Room at the Education Centre.

2. CONFIRMATION OF AGENDA

The agenda with the removal of items 6.a and 6.b was approved on motion and carried. Item 6a. will be covered under agenda item 13 and item 6.b will be covered under agenda item 15.

3. CONFLICTS OF INTEREST

None.

4. ELECTION OF THE CHAIR

A. Canham presided over the election of Chair and Vice-Chair for 2019. This year the Chair of SEAC will be a Trustee and the Vice-Chair will be an agency representative.

Trustee J. Bennett was elected to the position of Chair of the Special Education Advisory Committee for the term ending 2019 November 30. P. Cook was elected to the position of Vice-Chair.

All ballots were destroyed.

5. MINUTES OF THE MEETINGS FROM 2018 NOVEMBER 12

The minutes of the 2018 November 12 meeting were provided for information.

6. BUSINESS ARISING FROM THE MINUTES OF 2019 MARCH 5

a. **2018 October 9 Activity Recap "What should SEAC be working on this school year?" -item #6.a**

See agenda item 13.

b. **Special Education Plan Standard Two-item #8.a**

See agenda item 15.

7. SPECIAL EDUCATION YEAR END FINANCES

A. Canham introduced C. Beal, S. Macey and A. Goldie who provided, for information, the Special Education 2017-2018 Year End Statement.

The statement was reviewed; questions of clarification were answered by administration.

In response to a question, the approaches being taken to fill the open Educational Assistant (EA) positions long term, were described highlighting the partnership with Fanshawe College- Woodstock campus. It was noted there are a shortage of EA's province wide contributing to some of the staffing issues. The managerial position in Psychology Services will be reposted next week.

8. SPECIAL EDUCATION FUNDING 2019-2020

A. Canham reported on the 2019-2020 budget for Special Education, noting there will be minimal impact from the Education Programs – Other (EPO) funding cuts. Information on the budget allocations for staffing in 2019-20 and plans for the 2019-20 budget year will be available in early spring, 2019.

9. TVDSB'S REACH AHEAD PROGRAMMING FOR ELEMENTARY STUDENTS

R. Ferrara provided an overview on the Reach Ahead Program describing eligibility, entrance to the program and programming.

10. BEHAVIOUR ANALYSTS UPDATE

A. Leatham reported all four behaviour analyst positions have been filled. Their role supporting students and professional learning was described.

It was noted data detailing the number students being supported will be added to the 2019 February 12 SEAC agenda.

11. PORTFOLIO UPDATES

A. Leatham reported the Behaviour Management System(BMS) may be individualized to meet the unique training needs of teachers and support workers supporting students with Autism in TVDSB.

A. Leatham reported the Forest City Program at Central Secondary School has been replicated at other sites, particularly those in the county, under a new name of the Work Experience Program where 41 students have been placed this year. It was also noted four new classes have been created to accommodate the 149 applications for students in Developmental Education. They will be opening in the following schools: B. Davidson, Central Elgin, Huron Park and Banting.

R. Ferrara reported the School-Based Empower session will be held for Administrators 2019 Feb 5. This learning session will provide information regarding the implementation of Empower in a number of new TVDSB schools.

It was noted this is the last year of the Learning Development Pilot Project at Cleardale P.S.

R. Ferrara outlined the Special Education Snapverter pilot currently being offered to 17 schools in both Elementary and Secondary. Snapverter is an easy to used add-on for Read&Write Google Chrome that transforms classroom papers and files into readable PDF documents for easy sharing and reading aloud via Google Drive. It was also noted that deaf and hard of hearing and vision equipment additions have been made to the SEA automation system.

R. Ferrara reported the Individual Education Plan (IEP) will be more streamlined as a result of the IEP audit. A working group has been established to review and revise the Early Identification policy and procedure.

Questions of clarification were answered by A. Leatham, R. Ferrara and A. Canham.

12. IN CONFERENCE UPDATE

R. Ferrara and A. Leatham outlined the details of the IN Conference scheduled for 2019 February 9. It was determined that A. Morse will set up the SEAC booth at the conference. It was noted there needs to be more direct communication to parents of students with Special Education needs regarding available options.

J. Capaldi offered to create a website banner highlighting the IN Conference that can be featured on each school website.

13. SPECIAL EDUCATION ADVISORY COMMITTEE PRIORITIES (STANDING ITEM)

A. Canham reported on the SEAC priorities determined by the committee. It was noted these priorities will be used when creating the SEAC plan next year. Discussion centered on how to best communicate with families and how to increase awareness of the work of SEAC.

Questions of clarification were answered by A. Canham.

It was determined the orientation for SEAC members will be held prior to the SEAC meeting on 2019 February 12 at 11a.m. in the Dundas room at the Education Centre.

14. SPECIAL NEEDS STRATEGY UPDATE (STANDING ITEM)

J. Gritzan presented information on the waitlist for Occupational, Speech and Physio Therapy at the Thames Valley Children's Center. It was noted therapy guidelines are changing in 2020 to allow changes to services to reduce waitlist times. Thames Valley Children's Centre has updated their website as of 2019 Jan 1.

The following motion was moved and carried:

THAT SEAC compose a letter to the Ministry of Children and Community and Social Services (MCCSS) and the Minister of Education and copied to other SEAC committees, to outline concerns regarding waitlist times and the volume of students on waitlists.

15. SPECIAL EDUCATION PLAN (STANDING ITEM)

A. Canham provided information on the Special Education Plan and outlined the options for reviewing the plan. It was determined a subcommittee will be created to review the plan. D. Reid, S. Young and B. Furac volunteered to sit on the committee.

16. MODIFIED DAY GUIDELINES (STANDING ITEM)

A. Canham reported on the number of students on modified days, noting the decrease since the last report.

Discussion occurred and questions of clarification were answered by A. Canham.

17. CORRESPONDENCE (STANDING ITEM)

a. Letter from Brant Haldimand Norfolk CDSB

Chair Bennett presented for information a copy of a letter from the Brant Haldimand Norfolk Catholic District School Board in support of Bill 44, Education Amendment Act (Fetal Alcohol Spectrum Disorder). A copy was provided to the committee prior to the meeting.

b. Letter from Windsor- Essex CDSB

Chair Bennett presented for information a copy of a letter from the Windsor-Essex Catholic District Board requesting the Ministry of Education follow the recommendations of the Auditor General to review the formulas used to determine Special Education Grants. A copy was provided to the committee prior to the meeting.

18. OTHER BUSINESS

None.

19. FORUM: ASSOCIATION UPDATES

Round table updates were completed; committee members highlighted some of the events and activities planned by various organizations in January and February. As a follow up to the meeting event flyers will be emailed out to the committee members as they are received by Corporate Services.

20. MEETING DATES

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 (January & May)
- Update on Phonological Awareness Screening Changes(V. Fernandez)
- CTCC Programming in TVDSB (February)
- LD Team (Update on Empower, Lexia)
- Forest City Program & DE Placements (February)
- IPRC Student Placement (April)
- Accessibility Committee Update (February)
- Behaviour Analysts Update

22. ADJOURNMENT

The meeting adjourned at 3:20 p.m. by motion.

Joyce Bennett
CHAIRPERSON

RECOMMENDATION:

None.

REPORT OF THE CHAIR'S COMMITTEE

2019 January 8
4:06 p.m. – 5:10 p.m.

MEMBERS

J. Bennett B. McKinnon
A. Morell (Chair) J. Skinner (+4:13)
S. Polhill

ADMINISTRATION AND OTHERS

L. Elliott (-4:44) B. Williams

1. APPROVAL OF AGENDA

The agenda, as amended, was approved by motion.

2. CONFLICTS OF INTEREST – none declared**3. TRUSTEE ORIENTATION SESSIONS**

Trustee orientation/professional development sessions, planned for January 29 and April 16, were discussed. Save the date emails have been sent to all Trustees. Facilitators and topics planned for each session were outlined. The Trustee budget will cover the related expenses for both sessions. The location for the January session was confirmed as the Ivey Spencer Centre; the location and start time for the April session will be determined following the January session.

4. STUDENT TRUSTEE INITIATIVE

L. Elliott described the inquiry from Student Trustee S. Chun regarding her “free the flow” initiative. Through discussion, it was agreed the initiative should be presented through the budget process. S. Chun may also report on her initiative through the Student Trustee update. L. Elliott will follow up with S. Chun and B. Williams offered to follow up regarding the process.

5. UPCOMING EVENTS AND INITIATIVES

- 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 9
- TVDSB Student Leadership Conference, 2019 May 22
- Lawson Awards, 2019 June 12
- Annual Retirement Reception, 2019 September 11

The public delegation meetings for the Western Middlesex Attendance Area Review are scheduled for May 15/16, 2019.

6. OTHER BUSINESS**a. Board Room Seating Plan**

The Boardroom seating plan was reviewed on request of a student Trustee; a small change to the seating arrangement was made.

b. OSSTF Meeting Requests

In response to a meeting request by OSSTF, the Chair and the Director agreed to meet with them as part of building relationship. Members of the Chair's Committee were invited to attend. A meeting date has not yet been established.

c. OPSBA Symposium PD Request

It was determined Trustees wishing to attend the OPSBA's Public Education Symposium (PES) could still attend. Pending room availability, applications will be due January 15 to allow a review by the Chair's Committee at their next meeting.

d. Trustee Request for Information

Discussion considered a request by a Trustee for information. Trustee J. Skinner offered to follow up with the Trustee.

7. RECRUITMENT OF DIRECTOR OF EDUCATION

Discussion considered the recruitment process for the Director of Education. A. Morell shared information she reviewed and consolidated including a task list and time line.

The immediate steps identified included the establishment of a Steering Committee for the purposes of establishing the process; and the determination of whether to engage an external search firm. Discussion considered the advantages and disadvantages of engaging a search firm.

The following recommendation was moved and carried:

That the Chair's Committee be appointed as the Steering Committee to establish the process for the selection of the new Director of Education.

A. Morell will send out documents for discussion at the next meeting.

8. DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for 2019 January 15, 12 p.m.

9. ADJOURNMENT

The meeting adjourned at 5:10 p.m. by motion.

RECOMMENDATIONS:

That the Chair's Committee be appointed as the Steering Committee to establish the process for the selection of the new Director of Education.

ARLENE MORELL
Chairperson

REPORT OF THE THAMES VALLEY PARENT INVOLVEMENT COMMITTEE

2019 January 10
6:34 p.m. to 9:08 p.m.

MEMBERS

S. Thompson, Chair
S. Vries, Vice-Chair
A. Morell, Trustee
D. Macpherson, Superintendent
M. Bayes, Parent Member
K. Frisa, Parent Member
L. Gonzalez, Parent Member
J. Grant, Parent Member
F. Elamin, Parent Member
L. Martinez, Parent Member
K. Robertson, Principal, Thames Valley Administrator's
Committee Elementary
T. Whaley, Thames Valley Council of Home & School

ADMINISTRATION & OTHERS

S. Smith, Assistant, Corporate Services
H. Gerrits, Manager, Early Years
L. Pizzolato, Trustee
R. Tamminga, Principal, Thames Valley Secondary
School Administrators' Council
R. Tisdale(+7:01)

Regrets: S. Tucker, R. Ebied

1. CALL TO ORDER

Trustee Morell called the meeting to order at 6:34 p.m. in the Katherine Harley room at the Education Centre in London.

2. CONFIRMATION OF AGENDA

The agenda was approved on motion. Agenda items # 5, 6 and 8 were addressed first.

3. CONFLICTS OF INTEREST

None declared.

4. ELECTION OF CHAIR & VICE-CHAIR

D. Macpherson opened the election of the Thames Valley Parent Involvement Committee Chair and Vice-Chair.

S. Thomson, was elected to the position of Chair of the Thames Valley Parent Involvement Committee for the term ending 2020 November 30.

S. Vries was elected to the position of Vice-Chair of the Thames Valley Parent Involvement Committee for the term ending 2020 November 30.

5. MINUTES OF THE MEETING FROM 2018 November 8

The minutes of the 2018 November 8 meeting were provided for information.

6. BUSINESS ARISING FROM THE MINUTES OF 2018 JANUARY 12

a. Other Business Item #13

A. Morell noted it is no longer necessary for the committee to draft a letter regarding the pause on the Reaching Out Grants as the grants are no longer frozen.

7. REPORTS AND PRESENTATIONS

a. TVPIC By-law and Legislation Review (item #8.c)

R. Tisdale outlined the purpose of TVPIC, by-laws and legislation for the committee. It was noted that TVPIC is a Ministry required committee, with a focus on engaging parents in improving student achievement and well-being.

R. Tisdale reviewed the expectations of the Chair and Vice-Chair as it relates to communication with School Councils, annual Board submissions and chairing a meeting. R. Tisdale outlined membership expectations and guidelines. R. Tisdale reviewed subcommittee guidelines.

R. Tisdale reviewed the by-laws as they relate to the election process.

Questions of clarification were answered by R. Tisdale.

8. MEMBER UPDATES FROM TVDSB REPRESENTATIVES (Standing Item)

a. Director of Education/Delegate

On behalf of Director L. Elliott, D. Macpherson noted there are four draft procedures available for public input on the TVDSB website. The procedures and deadlines were provided to committee members prior to the meeting.

b. Trustee

A. Morell noted Lori Martinez, Laura Gonzalez and Sarah Thomson were approved as parent members for TVPIC. The new members were welcomed and congratulated.

A. Morell outlined the first in a series of presentations by Dr. Debbie Pushor; a flyer was provided. Dr. Pushor will support efforts to enhance parent engagement across the district. The first presentation will be held 2019 February 11.

The attendees will include all school teams (a school team includes each school administrator and five parents), Trustees, and senior staff. It was noted that TVPIC members are invited to the event.

Questions of clarification were answered by A. Morell.

9. TVDSB ADMINISTRATION, TVCSA, and COMMUNITY REPORTS (STANDING ITEM)

a. Thames Valley Administrators' Committee – Elementary

Discussion centered on teacher-parent communication. Questions of clarification were answered by K. Robertson.

It was noted information about the Dr. Debbie Pushor event would be communicated to TVSSAC and TVAC by the Principals.

b. Thames Valley Secondary School Administrators' Council

R. Tamminga provided a handout to the committee prior to the meeting outlining the four learning goals/learning priorities for TVSSAC this year. The report also outlined Global Competencies and Experiential Learning.

c. Thames Valley Council of Home and School Associations

T. Whaley reported the Thames Valley Council of Home and School Association is hosting an event focused on outdoor learning spaces on 2019 January 28.

d. Community Member Reports

None.

10. REPORTS FROM MEMBERS ON TVPIC SUBCOMMITTEES (STANDING ITEM)

a. Event Planning

None.

b. Membership

D. Macpherson outlined the current six vacancies on the TVPIC committee. Postings will go up next week and close 2019 February 07. Selected members will be approved at the 2019 February 07 meeting of TVPIC and presented for appointment at the 2019 February 26 meeting of the Board.

It was noted R. Tamminga and K. Robertson will reach out to the Principals with vacancies in their ward to increase potential applicants.

Discussion occurred and questions of clarification were answered by D. Macpherson.

c. Finance

D. Macpherson outlined the Thames Valley Parent Involvement Committee Budget. The report was handed out at the meeting.

Questions of clarification were answered by R. Tisdale.

d. Communications

None.

e. Parent Enhancement Fund (PEF)

D. Macpherson reported that 22 of 25 PEF applications were approved. Details regarding eligibility of the declined applications were reviewed.

It was noted that with the Reaching Out Grants approved, the PEF recipients need to be reviewed to check for duplicate applications. It was decided schools that were approved for both the grant and funding for the same application may keep both, provided they are utilizing the additional funding to expand/improve the initial event.

The following motion was approved and carried:

THAT the Parent Enhancement Fund be reopened for new applications.

D. Macpherson reported membership on sub-committees needs to be reviewed. It was determined that the list of sub-committee information be removed from the TVDSB website. It was noted the finance and membership committee are required committees.

Discussion occurred around what type of sub-committees would serve TVPIC the best and responses were recorded by Chair Thomson. It was noted that the six existing sub-committees have already been mandated and approved by the Board.

The committee completed a round table discussion to determine which members would serve on each sub-committee.

f. Resources for School Councils

None.

11. REPORTS FROM MEMBERS REPRESENTING TVPIC ON OTHER COMMITTEES

a. Active & Safe Routes to School

None.

b. Think About It

The next meeting will be held 2019 January 17.

c. TVDSB Parent Engagement Trustee Initiative

None.

12. TVDSB SUPPORT UPDATES (STANDING ITEM)

a. Communications

It was noted S. Tucker will add a brief description of TVPIC to the website and will include sub-committee information.

b. Parent Engagement Lead

None.

13. CORRESPONDENCE (Standing Item)

None.

14. OTHER BUSINESS

It was noted D. Macpherson will look into the cost of Zoom or a comparable alternative.

15. FUTURE MEETING DATES, SPEAKERS AND LOCATION

2019 February 07, 6:30 p.m.

2019 April 11, 6:30 p.m.

2019 May 9, 6:30 p.m.

2019 June 13, 6:30 p.m.

All meetings will take place in the Katherine Harley Room at the TVDSB Education Centre in London.

16. FUTURE AGENDA ITEMS

- Fundraising FAQ's (May 2014)
- Internal Audits (May 2013)
- Copyright
- Support Document for Parents (Future)
- Webinar (Future)
- TVPIC Volunteer Recognition (Future)

17. ADJOURNMENT

The meeting adjourned at 9:08 p.m. by motion.

RECOMMENDATIONS: None

S. Thompson
CHAIR

REPORT OF THE FIRST NATIONS ADVISORY COMMITTEE (FNAC) MEETING

2019 January 15
3:08 p.m. to 4:31 p.m.

MEMBERS

C. Antone, Chair
B. McKinnon, Trustee
P. Cuddy, Trustee
B. Summers, Oneida Nation of the Thames
U. Doxtator, Oneida Nation of the Thames
O. Correia, Munsee-Delaware Nation

Regrets:

C. Doxtator, F. Huff, E. Young, M. Fisher

ADMINISTRATION AND OTHERS

C. Vitsentzatos, Superintendent of Student Achievement(+3:13)
B. Nielsen, FNMI Learning Supervisor
C. Camillio, FNMI Learning Coordinator of the Thames (Secondary)
S. McGahey-Albert, FNMI Education Advisor
I. Frick, Student Trustee(-3:47)
S. Folino, Research and Assessment
V. Jones, Vice-Principal, B. Davison S.S.
T. Langelaan, Principal, H.B. Beal Secondary School(-4:13)
J. Richmond, Principal, Lambeth P.S.
B. White, Principal, Saunders S.S.
D. Clarke, Principal, S.D. C. I
S. Smith, Corporate Services

Guests: A. Marlowe, Diversity and Equity Coordinator(-4:20), K. Day, Teacher(-3:33), K. Doxtator(-3:33)

1. CALL TO ORDER

The meeting convened at 3:08 p.m. at Saunders Secondary School, London.

2. APPROVAL OF AGENDA

The agenda was approved on motion.

3. CONFLICTS OF INTEREST

None declared.

4. REPORT OF MEETING- 2019 November 21

The minutes of the 2018 November 21 meeting were provided for information.

5. BUSINESS ARISING FROM MINUTES**a. Terms of Reference- Input from Board**

This agenda item was carried forward to the 2019 February 19 meeting.

6. PROGRAM SPOTLIGHT**a. Civics/Careers with Indigenous Focus**

B. White introduced K. Day and K. Doxtator who presented information on the civics/careers with Indigenous focus half credit classes. Class numbers, subject matter, teaching methods, guest speakers and field trips were outlined. A sample of the school handout was provided.

Questions of clarification were answered by K. Doxtator.

7. LEARNING SUPPORT SERVICES UPDATE**a. Board Action Plan (BAP) Update (Standing Item)****Using Data to Support Student Achievement**

B. Nielsen introduced C. Vitsentzatos to the committee. B. Nielsen outlined the 2018-2019 Board Action Plan on Indigenous Education noting the plan will be reviewed in depth with the committee over the next four meetings. Section one of the plan was reviewed.

b. Collaboration with Juno Committee and Downie-Wenjack Fund

B. Nielsen reported the Juno Committee and Downie-Wenjack Fund have been collaborating to bring the Legacy School program into TVDSB, noting this is an ongoing project still in development. The first Legacy School event will take place 2019 February 6.

c. Adult SWAC Program

In 2019 February the first Adult SWAC course will begin. The registration criteria, and expected outcomes were outlined. The registration deadline is 2019 January 28.

8. SCHOOL COUNSELLING AND SOCIAL WORK SERVICES UPDATE (Standing Item)

B. Nielsen reported two school counsellors have been hired one part time (2019 January- 2019 June) and one full time, to cover the Western Region. A copy of their schedules was requested by the committee.

9. PRINCIPALS' UPDATE (Standing Item)

Principals/Vice Principals, attending the meeting, referred to the written reports provided to committee members in their agenda packages. Initiatives, events and programming were highlighted.

10. COMMUNITY UPDATE (Standing Item)

a. Chippewas of the Thames First Nation

None.

b. Munsee-Delaware Nation

A successful Christmas feast was hosted in 2018 December. The focus for January is student improvement. On 2019 January 23 a meeting will be held with all nominal students and their parents to seek feedback on how to best support these students. A recap will be provided to the committee at the next meeting.

c. Oneida Nation of the Thames

B. Summers noted Oneida is fully represented as all three spots are filled for FNAC. Currently they are working on school staffing for Teachers and a Principal. On 2019 January 31 their grade six students will be registering for their TVDSB school. Adult SWAC advocates are working on applications. Oneida has requested an update on the FNMI space in Saunders, noting they have available space and would like to use it to support disengaged youth in the future.

11. ADDITIONAL ITEMS

None.

12. FUTURE MEETING DATES

All meetings will start at 3:00 p.m.

Tuesday, February 19, 2019 (Lambeth)

Tuesday, March 19, 2019 (Delaware Central)

Tuesday, April 16, 2019 (B. Davison)

Tuesday, May 21, 2019 (SDCI)

Tuesday, June 18, 2019 (Munsee-Delaware)

13. ADJOURNMENT

The meeting adjourned at 4:31 p.m. by motion.

Recommendations: None

B. McKinnon

Acting Committee Chair

REPORT OF THE PLANNING AND PRIORITIES ADVISORY COMMITTEE

2019 January 15
6:05 p.m. – 7:40 p.m.

Members: Trustees C. Antone, J. Bennett, P. Cuddy, B. McKinnon, A. Morell, L. Pizzolato, S. Polhill (-6:50), C. Rahman, M. Ruddock, J. Skinner (Chair), B. Smith, B. Yeoman; Student Trustees N. Bajaj, I. Frick

Regrets: Trustee S. Hunt, Student Trustee S. Chun

Administration: L. Elliott (Director), J. Pratt (Associate Director), R. Culhane (Associate Director), S. Mark (Superintendent), D. Macpherson (Superintendent), (Superintendent), R. Kuiper (Superintendent), R. Hoffman (Communications), S. Macey (Manager, Finance; -6:48), D. Munroe (Supervisor, Finance; -6:48), A. Marlow (Diversity and Equity Coordinator), B. Williams (Supervisor)

1. **APPROVAL OF AGENDA** – The agenda was approved on motion.
2. **ELECTION OF VICE CHAIR**
C. Rahman was nominated and acclaimed to the position of Vice-Chair of the Planning and Priorities Advisory Committee meeting for the term ending 2019 November 30.
3. **CONFLICTS OF INTEREST** – none declared
4. **MINUTES OF PREVIOUS MEETING**
The minutes of the 2018 November 13 meeting were provided for information.
5. **BUSINESS ARISING** - none
6. **2019-2020 PRELIMINARY BUDGET DOCUMENTS**
J. Pratt presented the preliminary budget documents intended to guide the budget process.

The *2019-2020 Preliminary Budget Assumptions and Process* document (Planning-1) outlined the guiding principles for the development of the revenues and expenses in the budget.

The *Guiding Principles for the Development of the Annual Thames Valley District School Board Operational Budget* (Planning-2) was presented noting the budget process will reflect the Board's strategic plan and priorities.

In response to a question regarding potential new initiatives, it was confirmed new initiatives need to support the Board's strategic priorities. Similar to previous years, information on how an initiative will support one or more strategic priorities will be expected.

There were no suggested amendments to the documents presented. Both documents will come forward to the Board for approval at the 2019 June 22 meeting through the Planning and Priorities report.

7. **REVISED EPO GRANT FUNDING FOR 2018-2019**
S. Macey reviewed the status of Education Programs – Other (EPO) grants that were announced 2018 March 26. The list of grants projected for funding by the Ministry last March was provided. S. Macey outlined the amounts expected last March and compared those to the amounts received and/or expected to be received as at 2019 January 11.

It was noted the impact of EPO funding cuts across the Province varies across board. While the impact of funding cuts has not been significant in Thames Valley, the delays in funding, do mean that

some programs are starting later in the year. As a result, it is anticipated not all grants will fully be expended. The Ministry requires unspent funds to be returned.

Questions of clarification regarding the EPOs were addressed by Administration. R. Culhane offered to follow up on questions regarding the staffing for the Mental Health Workers in Schools EPO.

In response to a question regarding communication to the community, R. Hoffman noted the initial media reports indicated the cuts at Thames Valley had not been significant.

It was clarified the list of EPOs provided reflect only those that were announced last spring and therefore included in the 2018-2019 budget. Numerous other EPOs have been received in-year. Some are planned for and expected others are in response to an unplanned targeted need. It also was noted the Ministry continues the practice, established a number of years ago, of moving some EPOs into the Grants for Students Needs (GSNs).

8. 2018 WESTERN MIDDLESEX ATTENDANCE AREA REVIEW – PROCEDURE, TIMELINES AND COMMUNICATION PLAN

S. Mark referred to the copy of the Attendance Area Review procedure and timelines for the 2018 Western Middlesex Attendance Area Review (WMAAR) provided in the agenda package. The procedure was reviewed highlighting key sections, such as the Attendance Area Review Committee; school-level meetings; reporting requirements; and time lines. S. Mark outlined how the procedure is being implemented for the WMAAR.

R. Hoffman presented the communication plan for the WMAAR noting its purpose in engaging community members in the review process and providing accurate information in a timely manner. R. Hoffman demonstrated the components of the plan through the TVDSB website.

In order to ensure the board provides consistent and accurate information, all emails and letters received by Trustees, as well as Board staff, should be forwarded to the Communications Department for a response to be written in consultation with the Chair, Trustees, the Planning Department and any other relevant Board departments.

Trustees were asked to forward emails and letters they receive to the Chair and the Trustees' Administrative Assistant. Trustees will have an opportunity to review the responses before they are finalized and sent back to the community member.

Responses will be copied to all Trustees. Responses may also be posted to the "Questions and Answers" section of the WMAAR website.

Trustee questions regarding process may be sent to the Trustee Administrative Assistant for response by Administration.

S. Mark and R. Kuiper responded to questions regarding committee membership and materials that will be provided to committee members.

There was a suggestion that Trustees organize a time to visit together the schools in the WMAAR.

9. OTHER BUSINESS - none

10. QUESTIONS AND COMMENTS BY MEMBERS

In response to a question regarding capital priorities, J. Pratt advised Administration continues to work with the Ministry on all of the capital priority submissions. There will be no recommendations regarding a change in timelines until there is more information from the Ministry. With respect to the addition at Kettle Creek, it has been determined that if the approval for the addition continues to be delayed, then other work under school renewal and AODA will move forward in the short term.

Communication to schools impacted by the delays in capital priorities funding was described. J. Pratt reiterated that it is not possible to project dates until funding is approved.

L. Elliott advised on advocacy efforts regarding capital priorities funding.

In response to a question regarding playground equipment at Kettle Creek, Administration clarified equipment is not funded by the Ministry. J. Pratt offered to bring back a fuller report once the design process is underway.

11. FUTURE AGENDA ITEMS – none

12. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday, February 12, 2019 at 6:00 p.m.

On motion, the meeting adjourned at 7:40 p.m.

RECOMMENDATIONS: none

J. SKINNER
Committee Chair

2019-2020 Preliminary Budget

Preliminary Budget Assumptions and Process

Planning and Priorities Advisory Committee – January 15, 2019



2019-2020 PRELIMINARY BUDGET ASSUMPTIONS AND PROCESS

The 2019-2020 budget reflects the Guiding Principles for the Development of the Thames Valley District School Board Budget and begins with the preliminary budget assumptions, involves presentations by administration, allows for public input, and provides for Trustee discussion and debate leading to Board approval and submission according to the Ministry of Education timetable.

The Board's Strategic Plan will drive the 2019-2020 budget discussions which will support the Board's Operational Plan Objectives, as well as the Board Improvement Plan for Student Achievement.

2019-2020 Preliminary Budget Assumptions

General

- ✓ Thames Valley District School Board will continue to enhance opportunities for students and improve student learning consistent with the Board's mission, vision, strategic priorities and commitments.
- ✓ The impact of enrolment projections on revenues and expenses will be considered when making budget decisions.
- ✓ Constrained time lines for developing a compliant budget will be expected.
- ✓ Alignment of Ministry priorities with the Board's mission and vision will be evaluated before making resource allocations.
- ✓ Endeavour to provide a preliminary balanced budget based on Ministry of Education funding.

Revenues

- ✓ The budget will be developed using the enrolment projections for 2019-2020.
- ✓ Provincial funding will be based on the 2019-2020 Grants for Student Needs.
- ✓ The effect of EPOs announced prior to budget approval will be included in the preliminary budget.
- ✓ Known sources of other revenues will be identified and included in the 2019-2020 budget.

Expenses

- ✓ Salaries will be based on contractual obligations, considering Ministry compensation constraints.
- ✓ Benefits will be based on projected costs and contractual obligations.
- ✓ Utilities will be based on projected rates.
- ✓ Transportation costs will be based on contractual agreements and service requirements.
- ✓ Expense categories requiring adjustments due to external cost pressures will be reflected in the preliminary budget.
- ✓ Program expenses will be aligned with the Board's mission, vision and Strategic Plan.
- ✓ All new proposed budget initiatives will be reviewed and assessed by the Planning and Priorities Advisory Committee before the last Committee meeting in April 2019.
- ✓ All new proposed budget initiatives will be funded through identified cost reductions.

Process

The Planning and Priorities Advisory Committee assists in the development of the 2019-2020 preliminary budget by providing information, advice and liaison between Trustees and staff charged with the development of the annual budget. Recommendations will be prepared for consideration by the Board. Public input will be sought and the Board will approve the 2019-2020 budget for submission to the Ministry of Education by the required deadline.

We build each student's tomorrow, every day.



Guiding Principles for the Development of the Annual Thames Valley District School Board Operational Budget

All budget reviews and deliberations will focus on Thames Valley District School Board's:

- Strategic Plan and Priorities,
 - 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
 - Programs and services embrace the culture and diversity of students and all partners
 - Students and all partners feel heard, valued and supported
 - Achievement and Well-Being
 - Staff will demonstrate excellence in instructional practices
 - More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy
 - Enhance the safety and well-being of students and staff
- Board Improvement Plan for Student Achievement, and
- Board 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.

We build each student's tomorrow, every day.

REPORT OF THE CHAIR'S COMMITTEE

2019 January 15
12:06 p.m. – 2:32 p.m.

MEMBERS

J. Bennett B. McKinnon
A. Morell (Chair) J. Skinner
S. Polhill (-1:30)

ADMINISTRATION AND OTHERS

L. Elliott (-12:58) B. Williams

1. APPROVAL OF AGENDA

The agenda, as amended, was approved by motion.

2. CONFLICTS OF INTEREST – none declared**3. REVIEW UPCOMING MEETING AGENDAS**

The 2019 January 22 in-camera and public Board meeting agendas were reviewed.

4. CORRESPONDENCE

Correspondence inviting Trustees to sign up for Education Law e-Bulletins will be shared with Trustees in the conference room. S. Kilbourn will be asked to forward the contact information of those Trustees signing up.

5. MEETINGS WITH MUNICIPALITIES

The scheduling of the four meetings with Municipalities was discussed; L. Elliott will follow up with the Municipalities regarding best dates for each Municipality.

6. CONFIRMATION OF MPP MEETING

An invitation will be extended to MPPs to meet with Trustees the morning of May 17.

7. TRUSTEE ORIENTATION SESSIONS

The Trustee retreat planned for January 29 and the professional development session planned for January April 16 were discussed. The January 29th session will be held at the Ivey Spencer Centre. The location and start time for the April 16 session is to be confirmed. It was noted some Trustees have a First Nations Advisory Committee (FNAC) meeting the afternoon of April 16; the start time of the meeting will need to be set to allow them to travel to the session from FNAC.

8. MAX EISEN PRESENTATION

L. Elliott advised on the presentation by Max Eisen, Holocaust survivor, for TVDSB employees on January 22. Trustees are invited to attend. It was agreed to reschedule Chair's on January 22 to allow attendance. The Chair's meeting will start at 3:30 p.m.

9. PROFESSIONAL DEVELOPMENT

A request from a Trustee to attend the upcoming Public Education Symposium was reviewed.

The following motion was moved and carried:

That the professional development request from Trustees Smith to attend the 2019 Public Education Symposium be approved.

10. IN CAMERA

On motion the committee moved in-camera at 12:45 p.m., reconvening in public session at 12:50 p.m.

11. UPCOMING EVENTS AND INITIATIVES

- 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 9
- TVDSB Student Leadership Conference, 2019 May 22
- Lawson Awards, 2019 June 12
- Annual Retirement Reception, 2019 September 11

A. Morell will ask S. Kilbourn to send out a 'save the date' notice to Trustees regarding key upcoming events with a brief description of each event.

Public delegation meetings for the Western Middlesex Attendance Area Review are scheduled for May 15/16, 2019.

12. OTHER BUSINESS - none

13. RECRUITMENT OF DIRECTOR OF EDUCATION

A. Morell referred to the documents provided to committee members regarding the time line and tasks to be completed in the hiring process for the new Director of Education. Documents created by two other school boards regarding their process also were shared.

The committee reviewed the time lines and list of tasks to be completed between January and April/May. Discussion centered on the initial task of deciding whether to use an external search firm or whether to use an internal process. The benefits and challenges of both were identified. It was determined the external search firm provided an 'arms length' or objective approach that would be beneficial to the process. Further, workload capacity was identified as a concern with using an internal approach. It was noted there is an approved vendors list of external search firms having experience with the board.

The following recommendation was moved and carried:

That an external search firm be contracted to facilitate the recruitment of a new Director of Education.

Discussion considered the in-camera nature of the hiring process. It was agreed some discussion may require meeting in-camera.

14. DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for 2019 January 22, 3:30 p.m.

15. ADJOURNMENT

The meeting adjourned at 2:32 p.m. by motion.

RECOMMENDATIONS:

That an external search firm be contracted to facilitate the recruitment of a new Director of Education.

ARLENE MORELL
Chairperson