

# **THAMES VALLEY DISTRICT SCHOOL BOARD REGULAR BOARD MEETING AGENDA**

**February 25, 2020, 7:00 P.M.  
Board Room, Education Centre**

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. STRATEGIC PLAN IN ACTION**  
Oxbow Public School
- 4. APPROVAL OF AGENDA**
- 5. OFFICIAL RECORD**  
None.
- 6. CONFLICTS OF INTEREST**
- 7. DIRECTOR'S ANNOUNCEMENTS**
- 8. CHAIR'S ANNOUNCEMENTS**
- 9. PUBLIC INPUT**
- 10. MINUTES OF THE 2020 JANUARY 28 REGULAR BOARD MEETING**
  - a. Confirmation of Minutes**
  - b. Business Arising from Minutes**
- 11. STUDENT TRUSTEE UPDATE**
- 12. REPORTS FROM ADMINISTRATION**
  - a. Presentation of the Mid-Year Operational Plan Report**
  - b. Student Information System Implementation**
- 13. REPORTS FROM BOARD COMMITTEES**
  - a. First Nations Advisory Committee, 2020 January 21**
  - b. Chair's Committee, 2020 January 28**

- c. Policy Working Committee, 2020 January 28
- d. Special Education Advisory Committee, 2020 February 4
- e. Program and School Services Advisory Committee, 2020 February 4
- f. Planning and Priorities Advisory Committee, 2020 February 11
- g. Chair's Committee, 2020 February 18
- h. First Nations Advisory Committee, 2020 February 18
- i. Committee of the Whole, In-Camera, 2020 February 25

14. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

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

15. COMMUNICATIONS

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

16. NOTICE OF MOTION

17. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

18. QUESTIONS/COMMENTS BY MEMBERS

19. DIRECTOR'S NEWS FROM THE SYSTEM

20. ADJOURNMENT

# THAMES VALLEY DISTRICT SCHOOL BOARD

## REGULAR MEETING

January 28, 2020, 7:00 P.M.  
Board Room, Education Centre

### TRUSTEES

A. Morell (Chair)  
J. Bennett  
L. Pizzolato (by phone)  
M. Ruddock  
B. Yeoman  
C. Rahman  
S. Chun (-9:00)

B. McKinnon (-8:54,+9:20)  
S. Polhill  
B. Smith  
J. Skinner  
P. Cuddy  
C. Antone  
E. Butler (-8:30)

### ADMINISTRATION AND OTHERS

M. Fisher  
J. Pratt  
R. Culhane  
S. Builder  
A. Canham  
K. Edgar  
L. Griffith-Jones  
R. Kuiper  
C. Lynd  
D. Macpherson  
M. Moynihan  
L. Nicholls  
S. Powell  
P. Skinner  
P. Sydor  
K. Wilkinson  
A. Chahbar  
B. Williams  
R. Hoffman  
B. Martin (-8:13)  
C. Yeo (-8:13)  
C. Henriquez (-8:54)  
A. Marlowe (-9:18)

### REGRETS

C. Kennedy

### 1. CALL TO ORDER

Board Chair A. 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

The meeting was opened with the singing of O Canada.

### 3. STRATEGIC PLAN IN ACTION

P. Skinner introduced and welcomed Principal K. Overeem and Vice Principal J. Gonyou-Brown from Eagle Heights Public School to provide an overview of their efforts to promote equity and inclusion.

K. Overeem highlighted collaborative efforts with community organizations and supports to provide various workshops and programs to parents and students to support literacy and engagement. The use of outreach, translation of materials, and interpretation to engage families was noted. The transformation of their School Council to include more newcomer families was provided as a positive outcome of their efforts.

Learning Supervisor M. Roes provided an overview of the Literacy Enrichment and Academic Readiness for Newcomers (LEARN) program.

K. Overeem recognized the exceptional staff at the school and the positive school culture that has been established. Two students from the school, Ayah Khalil Abdelsadig and Mahi Parikh, shared why they enjoy attending Eagle Heights.

Trustee Cuddy reflected on the visit he made to the school noting the remarkable work of the staff at the school. Trustee Skinner extended appreciation to the school leadership on behalf of Trustees.

### 4. APPROVAL OF AGENDA

The agenda was approved on motion by Trustee Cuddy, seconded by Trustee Skinner.

**5. OFFICIAL RECORD**

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

We regret to record the death of Troy Eldridge on December 26. Troy was an employee of the Thames Valley District School Board Maintenance Department.

**6. CONFLICTS OF INTEREST**

None declared.

**7. DIRECTOR'S ANNOUNCEMENTS**

Director Fisher announced the retirements of Superintendents D. Macpherson and K. Wilkinson noting their retirements effective 2020 August 31 and 2020 March 31 respectively. The significant contributions of both were acknowledged with gratitude and appreciation. Both were wished well in their retirements.

Chair Morell, on behalf of Trustees, extended her appreciation and congratulations.

**8. CHAIR'S ANNOUNCEMENTS**

Chair Morell congratulated Trustees Ruddock and Smith on their recent recognition by the Aylmer Express as Citizens of the Year. Chair Morell further congratulated Trustee Yeoman on the arrival of a new grandchild.

**9. PUBLIC INPUT**

None.

**10. MINUTES OF THE 2019 DECEMBER 17 REGULAR BOARD MEETING**

**a. Confirmation of Minutes**

The minutes of the 2019 December 17 Regular Board meeting were approved on motion of Trustee Ruddock, seconded by Trustee Cuddy.

**b. Business Arising from Minutes**

None.

**11. STUDENT TRUSTEE UPDATE**

Student Trustees Chun and Butler reported on their activities highlighting attendance at the Public Education Symposium, preparations for the upcoming Ontario Student Trustee Association's Board Council Conference, and work of the Student Advisory Council to engage student leaders.

**12. REPORTS FROM ADMINISTRATION**

**a. Director of Education Entry Plan**

Director M. Fisher presented the Director of Education Entry Plan. The purpose of the plan was outlined noting the opportunity to gain an understanding of the history and context of the Thames Valley District School Board; identify opportunities, challenges and best practices related to student achievement and well-being; to build strong relationships with staff, Trustees, employees groups, and community partners; and to assess the



alignment of current structures with the Ontario Leadership Framework. Guiding Principles established for the entry plan were described.

Director Fisher advised on the broad stakeholder consultations completed; the use of the *Culture Code* book, social media and other forms of communication; efforts to learn about each school, each department and the community; and participation in his own professional development

Director Fisher reflected on preparing the organization for change and the need to continue to listen, be receptive to feedback, build leadership capacity, and clarify expectations. He reaffirmed his commitments to the organization.

**b. 2019-2020 Review of Potential Classroom Closures – Elementary and Secondary Panels**

Associate Director J. Pratt provided information regarding the potential for closing classrooms to address empty pupil places in elementary and secondary schools. The report was provided in response to a Board motion.

Managers C. Yeo, B. Martin, and C. Henriquez attended.

The methodology for completing the report was outlined noting information gathered from other school boards, identification of potential classroom closures, and review of potential operational and energy savings.

The list of potential classroom closures was provided noting the school, total number of classroom spaces, total surplus, OTG, and utilization rate. Estimated energy savings were identified at \$18,000 annually. There are no operational savings as the current level of CUPE staff must be maintained per the collective agreement.

Questions of clarification regarding energy savings, efforts to reduce the board's carbon footprint, the process for identifying potential surplus classroom space, costs to close classrooms, and potential next steps were addressed by Administration.

C. Henriquez advised a five year energy plan will be presented at a future Planning and Priorities Advisory Committee meeting.

In consideration of the minimal savings, balanced with the cost of closing classrooms and challenges for operationalizing the closure of classrooms it was suggested there be no action at this time. In response to a question, J. Pratt responded the team has discussed the potential of closing a group/wing of classrooms at one school as a pilot.

**c. Procurement of Portables**

J. Pratt presented for approval the procurement of 25 portables. The rationale for the request was outlined highlighting the need to be proactive to ensure classroom spaces are in place for September 2020 given the limited supply/demand on the portable manufacturer.

C. Henriquez described the process completed to identify portable needs noting the immediate accommodation pressures. As the board may not use renewal funds, it is recommended accumulated surplus be used to purchase the portables.

Questions of clarification regarding funding for portables, distribution of portables, condition of existing portables, the manufacturer of the portables, "moveability" of

portables, use of portapaks, purchase of portables over the last three years, and use of the accumulated surplus were addressed by Administration.

C. Henriquez and J. Pratt advised the Accommodation Plan to be presented in March will include additional information for consideration such as the potential for attendance area reviews to address the over capacity/under capacity issue at schools. The current request for portables, however, is to meet the immediate need for September 2020. It was further noted the Accommodation Plan will include an asset management plan that will facilitate the identification of portables in need of replacement.

Trustees generally spoke in favour of the motion noting the immediate needs. It was noted, however the distribution of students across schools needs to be reviewed through an accommodation/attendance area review to address the issue in the longer term.

**Moved by** B. McKinnon

**Seconded by** B. Smith

**That the Thames Valley District School Board (TVDSB) procure 25 portables from NRB Inc. at an estimated cost of \$3,137,975 appropriated from accumulated surplus to fund the cost of the portables.**

**CARRIED**

**d. English Kindergarten In French Immersion Schools Application Process**

Superintendent M. Moynihan and Diversity and Equity Coordinator A. Marlowe presented for information the application process for English Kindergarten in French Immersion schools.

Per the decision of the Board to approve English Kindergarten programming in identified French Immersion schools commencing September 2020 and due to space limitations leading to the capping of the number of classrooms to be provided, an application process was designed.

The application and selection process was outlined.

A. Marlowe referred to and summarized the frequently asked questions and answers that have been posted on the website.

Questions of clarification regarding the random selection process and communication to parents were addressed by Administration.

There were some expressed concerns from Trustees regarding not offering priority to siblings of students attending FI in the school.

**13. REPORTS FROM BOARD COMMITTEES**

**a. Special Education Advisory Committee, 2020 January 7**

Trustee Yeoman referred to the written report of the Special Education Advisory Committee provided to Trustees in their agenda package. The Committee met 2020 January 7; highlights of the meeting were shared. There were no recommendations.

**b. Program and School Services Advisory Committee, 2020 January 7**

Trustee Yeoman highlighted items from the written report of the Program and School Services Committee provided to the Trustees in the agenda package. There were no recommendations.

**c. Chair's Committee, 2020 January 14**

Trustee Ruddock referred to the written report of the Chair's Committee provided to Trustees in the agenda package. Highlights of the meeting were shared. There were no recommendations.

There was a request to have a discussion on Trustee Forums at a future Advisory meeting. Questions of clarification from the minutes were addressed by A. Morell.

**d. Planning and Priorities Advisory Committee, 2020 January 14**

Trustee Rahman highlighted items from the written report of the 2020 January 14 Planning and Priorities Advisory Committee provided to the Trustees in the agenda package. It was noted Trustee Cuddy was elected to the position of Vice Chair of the Committee. There were no recommendations.

**e. Committee of the Whole, In-Camera, 2020 January 28**

Trustee Ruddock reported the Committee of the Whole met in-camera from 5:00 p.m. to 5:26 p.m. The committee discussed negotiation and personal matters.

**Moved by** M. Ruddock

**Seconded by** S. Hunt

**THAT the motion relating to a personal matter be approved.**

**CARRIED**

**14. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES**

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

Trustee Skinner provided an update on the OPSBA conference noting discussion on the valuable role of Trustees.

**b. Thames Valley Education Foundation (TVEF)**

Trustee McKinnon reported on the activities of the Thames Valley Education Foundation highlighting the February 11 ten year anniversary celebration of Tooney Tuesday; the Annual General Meeting on February 19; and the tentative date of April 16 for a concert by the students of Lester B. Pearson School in support of the Caring Fund. Trustees also were provided with an update on the Caring Fund noting the *Play for Super Pay* fundraiser is going well.

**15. COMMUNICATIONS**

**a. Autism Ontario London, Membership to Special Education Advisory Committee**

A letter from Autism Ontario London was received regarding membership the Special Education Advisory Committee.

**Moved by C. Rahman**  
**Seconded by B. Yeoman**

**THAT Kelly Wilson be appointed to the Special Education Advisory Committee as an alternate for the remainder of the 2018 December 1 to 2019 November 30 2022 term.**

**CARRIED**

**16. NOTICE OF MOTION**

None.

**17. MOTION – NOTICE OF WHICH HAS BEEN GIVEN**

None.

**18. QUESTIONS/COMMENTS BY MEMBERS**

In response to a question about the Coronavirus, Director Fisher reported on his conversation with the medical officer health and the website created where parents/guardians can find more information (<https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov>). There was a Trustee request to send out communication reminding students, staff, and parents/guardians about following the usual measures to reduce the risk of transmission of the flu and other respiratory illnesses.

Trustee Smith presented Trustee Ruddock with the original cartoon created in the Aylmer Press in recognition of the Citizen of the Year Award.

**19. DIRECTOR'S NEWS FROM THE SYSTEM**

M. Fisher showcased the Strategic Plan in action with a slideshow demonstrating each of the Strategic Priorities in action in various schools throughout the District.

**20. ADJOURNMENT**

On motion of Trustee Smith, seconded by Trustee Hunt the meeting adjourned at 9:40 p.m.

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ARLENE MORELL  
Chairperson

## REPORT OF THE STUDENT ADVISORY COUNCIL (SAC)

2020 January 14  
4:00-6:00 p.m.

**Student Trustees:** E. Butler, S. Chun, C. Kennedy

**Students:** G. Anisimov (Oakridge SS), D. Benning (Sir Frederick Banting SS), A. Breich (Clarke Rd SS), J. Bula (IDCI), J. Classen (HB Beal SS), M. Dhaliwal (London Central SS), T. Doré (London South CI), RJ Escudro (Sir Fredrick Banting SS), L. Howe (LDSS), S. Homan (Saunders SS), L. Huston (HB Beal SS), D. Koomans (Saunders SS), G. Langille (London Central SS), M. Madlol (Oakridge SS), N. Morrow (Central Elgin), P. Paulmert (Westminster SS), D. Pierce (CECI), S. Shelly (East Elgin SS), H. Shin (Medway HS), J. Underwood (IDCI), M. Van Der Ley (Medway HS), H. Woodburn (AB Lucas SS), S. Yam (Clarke Road SS).

**Administration and Others:** L. Pizzolato (Trustee), W. McKinnon (Trustee), S. Hines (Assistant to the Trustees).

### 1. INTRODUCTIONS, APPROVAL OF AGENDA AND MINUTES

The meeting was called to order at 4:05 p.m. and Student Trustee Butler acknowledged the traditional territory on which the Student Advisory Council meeting is held. The minutes of the 2019 November 7<sup>th</sup> meeting and current agenda were approved as presented.

### 2. MENTAL HEALTH INFORMATION/DISCUSSION

The Student Trustees shared information with the group regarding Kelly Appleby, the Mental Health Lead for the Thames Valley District School Board. Ms. Appleby will be presenting to the group on February 6<sup>th</sup>. The Student Trustees posed the following questions to the group for input:

1. What do you know about mental health?
2. Why are mental health conversations important?
3. What do you want to learn about mental health?

The information will be shared with Ms. Appleby, which will benefit her as she shares her presentation at the next Student Advisory Council meeting.

### 3. STUDENT ADVISORY COUNCIL INSTAGRAM PROFILES

Discussion was held around the Student Advisory Instagram page and what should be posted there. Student Senators had photos taken for the profile and were encouraged to provide information on their school initiatives to be posted.

### 4. STUDENT TRUSTEE ELECTION DISCUSSION

The Student Trustees gave an overview of the upcoming elections to be held on Wednesday, February 26<sup>th</sup> and Thursday, February 27<sup>th</sup>. The Student Trustees answered questions regarding their roles and suggested that members of the Student Advisory Council who were interested in running for a seat view previous elections on YouTube for information on what is involved.

### 5. STUDENT LEADERSHIP CONFERENCE AND DEBRIEF

It was felt that the Student Leadership Conference overall was a success. A couple of suggestions that were conveyed are as follows: a) some of the students felt lost looking for the other room; b) in future all rooms should be equipped with microphones as some students had difficulty hearing; c) students who had attended the first Student Leadership Conference enjoyed the 'open space' presentation and wondered if something the same could be done in the future.

### 6. OTHER BUSINESS AND QUESTIONS

Questions were posed by Student Senators and answered by the Student Trustees.

### 7. NETWORKING DINNER

While dinner was enjoyed the Student Senators and Student Trustees networked with each other discussing what was happening within their schools.

### 8. ADJOURNMENT

The meeting was adjourned at 6:00 p.m. The next meeting will be held on 2020 February 6<sup>th</sup> at 4:00 p.m.

**E. Butler**  
Student Trustee  
Co-Chair

**S. Chun**  
Student Trustee  
Co-Chair

**C. Kennedy**  
Student Trustee  
Co-Chair



Date of Meeting:

Item #: 12.a

<b>REPORT TO:</b>	<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
<b>TITLE OF REPORT:</b>	Mid-Year Operational Plan Update	
<b>PRESENTED BY:</b>	Mark Fisher, Director of Education	
<b>PRESENTED FOR:</b>	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Advice
<b>Recommendation(s):</b>		
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Presentation of the Mid-Year Operational Plan Report</li> </ul>	
<b>Content:</b>	<p>The Mid-Year Operational Plan is intended to provide Trustees with an update on Annual Operational Plan progress across the District. While Trustees have received updates at Board meetings, Committee meetings and within Strategic Priorities in Action, Senior Administration is providing a mid-year summary report of our progress against Plan and alignment to Strategic Priorities.</p>	
<b>Cost/Savings:</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Timeline:</b>	<ul style="list-style-type: none"> <li>2019-2020</li> </ul>	
<b>Communications:</b>	<ul style="list-style-type: none"> <li>Administrative Council</li> <li>Board of Trustees</li> </ul>	
<b>Appendices:</b>	<p>Powerpoint Report will be provided at Board Meeting and posted in Trustee Portal</p>	

**Strategic Priority Area(s):**

<b>Relationships:</b>	<input checked="" type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners.
	<input checked="" type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community.
	<input checked="" type="checkbox"/> Create opportunities for collaboration and partnerships.
<b>Equity and Diversity:</b>	<input checked="" type="checkbox"/> Create opportunities for equitable access to programs and services for students.
	<input checked="" type="checkbox"/> Students and all partners feel heard, valued and supported.
	<input checked="" type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
<b>Achievement and Well-Being:</b>	<input checked="" type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy.
	<input checked="" type="checkbox"/> Staff will demonstrate excellence in instructional practices.
	<input checked="" type="checkbox"/> Enhance the safety and well-being of students and staff.

Form Revised October 2018

Thames Valley District School Board

STRATEGIC PRIORITIES  
AND ANNUAL OPERATIONAL PLAN  
MID-YEAR REPORT  
19/20

IN MOTION

# *Strategic Priorities 2018-2021*

## **ACHIEVEMENT AND WELL-BEING**

We engage in innovative learning experiences that promote excellence in student achievement and well-being.

## **EQUITY AND DIVERSITY**

We provide an equitable and inclusive environment that champions learning opportunities for all.

## **RELATIONSHIPS**

We build positive relationships with all members of our education community to foster an engaged and inclusive board culture.



# *Our 'Why'*

Create a culture where educators consistently use data to inform practice

Deliver consistent and comprehensive instructional best practices

Provide students with optimal programming and supports

Engage families in their child's learning

Implement responsive policies, programs and practices for students and staff

Build positive school and work climates

Foster a culture of responsive feedback

Establish a culture of consistent service excellence

## Improve student achievement in numeracy

# Numeracy

### Goal One:

To improve student achievement in mathematics with a specific focus on number and operations

### Goal Two:

To increase student, family and educator understanding of math programming and course selection

### Targeted Outcomes:

Increase in primary, junior and grade 9 mathematics provincial assessment results

Increase in students enrolled in grade 9 academic mathematics courses



## Improve student achievement in literacy

### Targeted Outcomes:

Increase in number of grade 1 students demonstrate early literacy skills measured by Phonological Awareness assessment

Increase in primary and junior reading provincial assessment results

Increase in number of students meeting success on the Ontario Secondary School Literacy Test (OSSLT)

# Literacy

## Goal One:

To improve early literacy skills in kindergarten and grade 1 students

## Goal Two:

To improve primary student reading comprehension skills and ability to demonstrate understanding (oral and written)

To improve secondary student reading comprehension skills and ability to demonstrate understanding of information through written response

# Create equitable and inclusive learning and work environments for students and staff

## Targeted Outcomes:

Increase student response rate on the School Climate survey

Complete and share School Climate plan

Complete and share plan to address barriers to workplace equity and inclusion

Reduce suspension rates with a focus on students with an Individual Education Plan

## Equity

### Goal One:

To improve school climate

### Goal Two:

To reduce overall suspension rates with a focus on students with an Individual Education Plan (IEP)

### Goal Three:

To address barriers to workplace equity and inclusion for staff



**Enhance two-way  
communication  
and improve  
engagement  
within our Thames  
Valley community**

**Targeted Outcomes:**

Increase parent/guardian  
response rate on Family  
Climate Survey

Increase School Council  
membership

Increase followership for  
school and board social  
media channels and websites

Increase Parent Portal access  
and interaction

# *Communication*

## **Goal One:**

To increase student, family and community engagement

## **Goal Two:**

To support two-way communication and provide  
excellent service

# Thank You



Date of Meeting: 2019 Feb 25

Item #: 12.b

<b>REPORT TO:</b>	<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:
	For Board Meetings: <input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> IN-CAMERA
<b>TITLE OF REPORT:</b>	Student Information System Implementation
<b>PRESENTED BY:</b> (list ONLY those attending the meeting)	Cathy Lynd, Superintendent of Business Karen Wilkinson, Superintendent of Student Achievement
<b>PRESENTED FOR:</b>	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Input/Advice <input type="checkbox"/> Information
<b>Recommendation(s):</b> (only required when presented for approval)	<p>Whereas the Accumulated Surplus internally appropriated for Information Technology and Infrastructure is currently projected to be \$9,965,680, and the Unappropriated Accumulated Surplus is currently projected to be \$21,841,713 at August 31, 2020;</p> <p>That the Thames Valley District School Board approve a commitment of \$5,266,000 from the accumulated surplus internally appropriated for IT Technology and Infrastructure, to support the transition to, and implementation of, the Board's new Student Information System.</p>
<b>Purpose:</b>	School boards using the Trillium Student Information System have been informed by the current vendor that the Trillium platform will be reaching its end of life cycle and will no longer be supported after August 31, 2021, requiring the need to move to a new platform. A project plan and budget has been developed to support this transition.
<b>Content:</b>	<p><b>Background</b></p> <p>The Board's Student Information System (SIS), commonly referred to as Trillium, is a critical, core database within our system. The Trillium SIS was implemented in 1998, and supports schools and the board in many essential functional areas of operations and reporting.</p> <p>The SIS is used to reflect accurate information regarding student enrollment within the Board. When a student is registered, demographic data for the student is entered into the SIS using either an Online Registration tool or manually at the school office. Demographic data consists of legal and "known as" names, date of birth, address, phone number, contacts, emails and residency status in Canada. Various reports, including class lists, are generated from the SIS.</p> <p>Educators record student achievement results and other information in the SIS. These records are available in the SIS to support a variety of school based activities that include, but are not limited to, generating report cards; uploading data to the Ministry of Education through a tool known as OnSiS; and assisting teachers in identifying students receiving special education support or English as a Second Language programs. Note that the data submitted to OnSiS provides the Ministry of Education with student information</p>

they have identified as mandatory and drives a significant amount of the board funding.

Attendance is an important function within the SIS. Attendance is taken at each elementary school twice daily and in every period class in secondary schools. All attendance is reported to the Ministry of Education through OnSIS and is visible on report cards. The SIS also provides elementary schools the functionality to adhere to the Ministry of Education Safe Arrival Program.

In addition, school staff use a large number of products/software daily that rely on the demographic data of our students and staff that can be electronically extracted from the SIS. Examples of this include, but are not limited to, MyBlueprint, Brightspace, School Messenger, Insignia library circulation and database and School Cash Online.

### **Current Status**

A significant number of school boards in the Province of Ontario are required to transition from their existing Trillium Student Information System. A provincial Request for Purchase (RFP) process, managed through the Ontario Education Collaborative Marketplace (OECM) was completed in the prior year. (Note - One of the Board's Research and Assessment staff members was part of the OECM evaluation committee.) This RFP process resulted in a vendor being awarded as the provincial vendor of record. Working with this vendor, staff have been exploring the functionality of the product and cost associated with migrating to the new SIS.

The new SIS represents a significant and positive upgrade to the Board's existing SIS. Advancements in technology will better enable the Board to meet ongoing Ministry of Education reporting requirements as well as supporting the daily operations of our schools. It is also noted that the new SIS will result in upgrades to replace some of our proprietary and/or additional system applications.

This significant project implementation will serve TVDSB students, families and staff for the future.

### **Implementation Plan**

A staff Steering Committee will be established and will be responsible for oversight of the implementation of this project. The implementation team will consist of a number of senior administrators representing various departments, along with the project leads, who have significant Thames Valley District School Board history and knowledge. Initial planning has begun and will continue through the 2019-2020 school year. Formal transition and implementation will occur over the 2020-2021 school with a "go-live" date set for September 1, 2021.

Transition to the new SIS will result in efficiencies through process improvement and automation that will support all schools and the board; however, a significant investment of time, expertise and resources is required for successful implementation.



	<p>Recognizing the size and importance of staffing this project appropriately while still managing all of the other ongoing Information Technology (IT) needs of the system, the proposed budget includes a temporary IT Manager position. This represents a second IT Manager within this portfolio, with this position directly responsible for the SIS transition. Both managers would report directly to the Superintendent level, and work closely together.</p> <p>For successful implementation of the new SIS, each classroom will require a device, in good working order, to record attendance. There is a need for a computer refresh throughout the system, and as a result, a request for new devices for each classroom has been included in the proposed budget in the amount of \$1.5 million.</p> <p>This plan does not contemplate releasing all teachers for training. In-school training, including the use of videos, will be reviewed in order to limit training costs as much as possible. An estimate of \$500,000 has been included in the proposed budget.</p> <p>The project budget is attached.</p>
<b>Financial Implications:</b>	Further appropriation/commitment of Accumulated Surplus internally appropriated for Information Technology and Infrastructure in the amount of \$5,266,000.
<b>Timeline:</b>	Information technology staff members of the implementation team to be staffed as soon as possible; other team staff members to be staffed when required (i.e. some subject matter experts, and trainers not required until later in the implementation).
<b>Communications:</b>	
<b>Appendices:</b>	Budget – Student Information System

**Strategic Priority Area(s):**

<b>Relationships:</b>	<input checked="" type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners. <input checked="" type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community. <input checked="" type="checkbox"/> Create opportunities for collaboration and partnerships.
<b>Equity and Diversity:</b>	<input checked="" type="checkbox"/> Create opportunities for equitable access to programs and services for students. <input type="checkbox"/> Students and all partners feel heard, valued and supported. <input type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
<b>Achievement and Well-Being:</b>	<input checked="" type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy. <input type="checkbox"/> Staff will demonstrate excellence in instructional practices. <input checked="" type="checkbox"/> Enhance the safety and well-being of students and staff.

*Form Revised January 2020*

**Budget - Student Information System**  
**February 25, 2020**

<b>Cost Item</b>	<b>Temporary FTE</b>	<b>Budget</b>
Dedicated implementation support from Information Technology Services (includes 4.0 FTE Trainers)	9.0	784,738
Dedicated implementation support from subject matter experts (Research & Assessment, Trillium Analyst, OnSIS Analyst, System Principal, etc.)	6.5	719,315
Software acquisition (includes TVDSB hardware requirements if on-premise configuration chosen), additional configuration costs, interfaces to new system, current software extension for one year		1,426,200
Device Refresh - Minimum device requirement for all 3,000 classrooms		1,500,000
Training - Contract and Occasional Teachers, Secretaries, Continuing Education Teachers (Estimate only - assuming release time is minimized)		500,000
Contingency		300,000
Resources - Training materials and resources, travel costs		35,000
<b>TOTAL</b>		5,265,254
<b>TOTAL, ROUNDED</b>		5,266,000

## REPORT OF THE FIRST NATIONS ADVISORY COMMITTEE

January 21, 2020  
3:27 p.m. - 4:45 p.m.

### MEMBERS

C. Antone, Chair  
J. Skinner, Trustee  
B. Summers, Oneida Nation of the Thames  
C. Kechego, Chippewas of the Thames  
O. Correia, Munsee-Delaware Nation

**Regrets:** J. Bennett, E. Young, M. Fisher

### ADMINISTRATION AND OTHERS

D. Macpherson, Superintendent of Student Achievement  
B. Nielsen, FNMI Learning Supervisor  
S. McGahey-Albert, FNMI Education Advisor  
S. Folino, Research and Assessment (-4:43)  
T. Langelaan, Principal, H.B. Beal Secondary School  
S. Khan, Principal, Saunders S.S.  
J. Patterson, Vice-Principal, Saunders S.S.  
B. Milne, Vice-Principal, S.D. C. I  
C. Kennedy, Student Trustee  
S. Smith, Corporate Services

#### 1. Call to Order

The meeting convened at 3:27 p.m. at Saunders Secondary School.

#### 2. Confirmation of Agenda

The agenda was approved, as amended, on motion.

#### 3. Conflicts of Interest

None declared.

#### 4. Report of the Previous Meeting

The First Nations Advisory Committee Report of the 2019 October 15 meeting was provided for information.

Trustee Antone introduced Trustee Skinner to the members and welcomed him to the committee; she further advised Trustee Bennett has rejoined the committee.

##### a. Business Arising from the Minutes

None.

#### 5. Supervised Alternative Learning - Deferred.

#### 6. Sanders Secondary School Update

D. Macpherson reported an additional Graduation Coach will be hired for Saunders Secondary School. Administration is mid-way through the interview process. D. Macpherson advised additional support staff are being hired through a budget initiative.

#### 7. Program Spotlight (Standing Item)

##### a. Saunders Secondary School

S. Khan presented a proposal for a new Indigenous STEM Program that will be offered in the second semester. The program will run a full day offering project based learning with

a combination of science, engineering, math and technology. This will offer multiple pathways with flexible options for Indigenous students.

**b. Indigenous Student Trustee Announcements**

Student Trustee Kennedy announced the Indigenous Student Trustee Election is on 2020 February 26. It was noted that Indigenous Student Trustee Announcements will be added as a standing agenda item moving forward.

**8. Learning Support Services Update**

**a. Board Action Plan (BAP) Update (Standing Item)**

S. McGahey-Albert provided an update on the First Nations Advisory Committee Board Action Plan on Indigenous Education. A handout was provided.

B. Nielsen highlighted the progress made with the Ojibwe Language Program. The Raven Program was described.

**b. Cultural Funds**

B. Nielsen presented an update on the First Nations Cultural Funds 2019-2020 Budget.

Questions of clarification regarding unspent funds were answered by B. Summers.

**9. School Counselling and Social Work Services Update (Standing Item)**

None.

**10. Principal Updates (Standing Item)**

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

Questions of clarification regarding second language options available for FNMI students, student absentee phone calls, community instructors, volunteer opportunities and Treaty 21 were addressed.

**11. Community Updates (Standing Item)**

**a. Chippewas of the Thames First Nation**

C. Kechego advised she is resigning from committee and this is her last FNAC meeting.

**b. Munsee-Delaware Nation**

O. Correia reported on the success resulting from the annual roast beef dinner, where teachers and community members gathered to collaborate on ways to improve the school experience and student outcomes.

O. Correia reported K. Mosca is teaching Lunaape at the Language Centre. Munsee-Delaware Nation has received a grant for a teacher to teach a Lunaape language course within TVDSB. O. Correia is collaborating with B. Nielsen and staff at Strathroy District Collegiate Institute, noting the program is in the early stages. K. Mosca has a Provisional certificate to teach Lunaape and will be fully certified to teach in June 2020.

It was noted bullying on the school bus is an on going issue and that students are going to school but not attending class. The Education Committee is hosting a forum on 2020 February 6 within the Community to address the concerns and source solutions.

Questions of clarification regarding a timeline for implementing the Lunape Language Course and inviting Principals to the forum were addressed

**c. Oneida Nation of the Thames**

B. Summers requested support hosting an education forum to address issues at Oneida Nation of the Thames. Information was provided on a grant received from Indigenous Service Canada to fund a project to help support students transitioning to Secondary school and focus on numeracy by coordinating tutors and offering internet access issues in alternative learning spaces. It was noted there are current contracts with the Oxford Learning Centre and Sylvan Learning Centre as part of the grant and extended the services to all the communities.

B. Summers reported Oneida Nation of the Thames received Jordan's Principle project approval for an early years program in the community for parents and staff.

B. Summers advised that a comprehensive community plan is in progress as a result of a community survey.

B. Summers advised that two classes of grade six student will integrate to TVDSB in 2020 September, noting this is double the usual amount

**12. Other Business**

C. Kechego provided information on Indigenous resources for families. Discussion considered the potential to develop an Indigenous department, required supports, and the process to advocate for its development.

Questions regarding the completion of Jordan's Principle paperwork were answered by Administration.

Trustee Antone extended her appreciation to C. Kechego for her work and dedication to FNAC.

**13. 2019-2020 Meeting Dates**

The next meeting will be held on Tuesday, February 18, 2020 (Lambeth).

**14. Adjournment**

The meeting adjourned at 4:45 p.m. by motion.

**Carol Antone**  
CHAIRPERSON

**REPORT OF THE CHAIR'S COMMITTEE**

2020 January 28  
2:05 p.m. – 2:40 p.m.

**MEMBERS**

A. Morell (Chair) C. Rahman  
M. Ruddock B. Yeoman

Regrets: J. Bennett

**ADMINISTRATION AND OTHERS**

M. Fisher B. Williams

**1. APPROVAL OF AGENDA**

The agenda was approved by motion.

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

The agendas for the 2020 February 4 and February 11 Advisory meetings were reviewed and discussed. Noting plans to host another Thought Exchange, feedback was provided suggesting there be opportunities for more group interaction. In terms of process, M. Fisher advised on next steps for reviewing the outcomes of the Thought Exchange.

**4. CORRESPONDENCE** - none**5. TRUSTEE FORUMS**

A. Morell advised the Trustee Forum dates previously scheduled for February 5 and 6 are cancelled; future dates will be scheduled.

**6. SCHOOL YEAR CALENDAR**

M. Fisher presented the draft school year calendars advising on the consultation process to date. The next step is public input.

**7. REVIEW OF TRUSTEE LIST OF ACCOUNTS**

The committee reviewed the general ledger for the Trustees' Office. A. Morell offered to follow up with S. Hines regarding questions from committee members.

**8. TRUSTEE TRUSTEES' PROFESSIONAL DEVELOPMENT REQUESTS**

Two applications for Trustee professional development were reviewed. Trustees Yeoman and Morell declared a conflict of interest in respect of their own applications.

The following motions were moved and carried:

That Trustee Yeoman be approved to attend the OPSBA Labour Relations Symposium scheduled for April 30-May 1, 2020.

That Trustee Morell be approved to attend the Alberta Rural Education Symposium scheduled for March 1-3, 2020.

**9. OTHER BUSINESS**

A. Morell provided an update on plans to coordinate training for Trustees on First Nations. Three opportunities have been identified and include: the Blanket Exercise; onsite visits to each community; and reading of the book *21 Things You May Not Know about the Education Act*. A. Morell advised the book is available for loan from the Trustee Conference room.

Discussion considered additional professional development in the area of poverty; both the Bridges out of Poverty and Circles were identified as possibilities.

A. Morell also advised on the possibility of bringing in Sheila McKinnon for a presentation noting she did an exceptional presentation at OPSBA.

**10. UPCOMING EVENTS AND INITIATIVES**

- Indigenous Student Trustee Election, 2020 February 26
- Student Trustee Election, 2020 February 27
- Variety Is, 2020 April 30
- Award of Distinction, 2020 May 6

**11. DATE AND TIME OF NEXT MEETING**

The next meeting was scheduled for February 18, 12 p.m.

Future Meeting Schedule:

February 25, 2 p.m.	March 10, 3 p.m.
March 24, 2 p.m.	April 14, 2 p.m.
April 21, 12 p.m.	May 12, 3 p.m.
May 19, 12 p.m.	June 16, 12 p.m.

**12. ADJOURNMENT**

The meeting adjourned at 2:40 p.m. by motion.

**RECOMMENDATIONS:** None.

**ARLENE MORELL**  
CHAIR

# THAMES VALLEY DISTRICT SCHOOL BOARD

## POLICY WORKING COMMITTEE

January 28, 2020  
Governor Simcoe

### MEMBERS

L. Pizzolato                      C. Rahman  
M. Ruddock (Chair)    B. Smith  
A. Morell (ex-officio)

### ADMINISTRATION AND OTHERS

M. Fisher                      A. Marlowe  
S. Smith                      A. Chahbar

Regrets: J. Bennett

#### 1. **Approval of the Agenda**

The meeting was called to order at 3:00 p.m. The agenda was approved on motion.

#### 2. **Conflicts of Interest - None declared.**

#### 3. **Committee Report of the Previous Meeting**

The minutes of the 2019 November 29 meeting were provided for information.

#### 4. **Tracking Sheet**

The tracking sheet was reviewed.

#### 5. **New Draft Policies/Procedures**

##### a. **Conflict of Interest and Nepotism Policy**

Superintendent L. Griffith-Jones joined the meeting to present for feedback the Conflict of Interest and Nepotism Policy and Procedure noting they were newly created to meet an identified need. Consultation completed was described.

The policy was reviewed by the committee. Questions of clarification were answered by L. Griffith-Jones.

Discussion considered the need to have a separate policy for volunteers. It was determined the policy should cover both volunteers and employees, but that consideration be given to having separate procedures for employees and volunteers.

The following motion was moved and CARRIED:

THAT Conflict of Interest and Nepotism Policy be posted for public input for 60 days.

There was a request that the Home and School Association and the Thames Valley Parent Involvement Committee be specifically asked for input.

##### b. **Conflict of Interest and Nepotism Procedure**

The procedure was reviewed by the committee. Again, there was a suggestion the procedure be separated out for volunteers and employees.

Questions of clarification were answered by L. Griffith-Jones. Suggested revisions were captured by L. Griffith-Jones.

L. Griffith-Jones advised the procedure would be posted for 60 days public input.



**c. Equitable Recruitment, Selection and Promotion of Staff Policy**

Superintendent L. Nicholls and Manager B. Martin joined the meeting. Together with Diversity and Equity Coordinator A. Marlowe, they presented for information and input the Equitable Recruitment, Selection and Promotion of Staff Policy and the Equitable Recruitment and Selection of Staff Procedure.

L. Nicholls advised the policy and procedure were revised to provide more robust language. Key amendments to the policy were described.

Questions of clarification were answered by L. Nicholls. Suggested revisions were captured by B. Martin.

The following motion was moved and CARRIED:

THAT the Equitable Recruitment, Selection and Promotion of Staff Policy be posted for public input for 30 days.

**d. Equitable Recruitment and Selection of Staff Procedure**

The procedure was reviewed by the committee. Questions of clarification were answered by L. Nicholls. Suggested revisions were captured by B. Martin.

L. Nicholls advised the procedure would be posted for 30 days public input.

**6. Existing Policies/Procedures Under Revision**

**a. Procedures for the Supervision of Support Staff (3001d)**

Manager J. Tozer joined the meeting. L. Nicholls and J. Tozer presented for information and feedback the *Procedures for the Supervision of Support Staff* procedure. J. Tozer advised on the consultation completed with the union groups. J. Tozer summarized the revisions to the procedure.

Feedback was received from the committee. Questions of clarification were answered by J. Tozer and L. Nicholls. It was confirmed the policy is not under review.

Suggested revisions were captured by J. Tozer. The procedure moves to Administrative Council for final approval.

**7. Policies/Procedures Following Public Input**

**a. Development and Management of Board Policies and Administrative Procedures Policy**

Trustee Morell presented for information and input the final draft of the *Development and Management of Board Policies and Administrative Procedures* Policy (PWC-1).

Suggested edits to the policy were captured by B. Williams.

The following recommendation was moved and CARRIED:

THAT Development and Management of Board Policies and Administrative Procedures Policy be approved.

**b. Development and Management of Board Policies and Administrative Procedures Procedure**

B. Williams presented for information the final draft of the *Development and Management of Board Policies and Administrative Procedures* Procedure. Changes made as a result of the content of the Policy were outlined. Suggested edits were captured by B. Williams.

The procedure returns to Administrative Council for final approval.

The following motion was moved and carried:

That the *Development and Management of Board Policies and Administrative Procedures* Procedure be provided to the Board for information (PWC-2).

**8. Other Business**

None.

**9. Date and Time of Next Meeting**

The next meeting is scheduled for 2020 February 25.

**10. Adjournment**

On motion, the meeting adjourned at 4:00 p.m.

**RECOMMENDATIONS:**

**THAT *Development and Management of Board Policies and Administrative Procedures* Policy be approved.**

**MEAGAN RUDDOCK**  
Committee Chair

**POLICY**

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Title:	<b>Development and Management of Board Policies and Administrative Procedures</b>	Policy No.: <b>2032</b>
		Effective Date: <b>2020 Feb. 25</b>
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures</i> Procedure	

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Preamble (Source:OPSBA Guide to Good Governance)

A key responsibility of any school board is to develop and adopt policies that are based on the board's vision and that provide a framework for implementation of the vision. Research indicates that "growth in student achievement and well-being is encouraged when elected boards of trustees focus on board policy and concern themselves with ensuring the district mission and vision drive the district's improvement efforts."

The Education Act requires ***boards to develop and maintain policies and organizational structures that promote the board's goals and encourage pupils to pursue their educational goals.***

It is the ***responsibility of the board to monitor and evaluate how efficiently the board's policies are implemented and how effective they are in achieving the board's goals.***

Policies will cover such matters as student support services, instructional material, administration of schools, staffing, transportation, accommodation reviews, facilities and equipment, etc. It is through policy that the board informs the public, the administration, and other staff of its intent. All policies should align with the board's vision and goals.

**A policy is a principle or rule that guides decisions that will achieve the organization's goals.** It articulates what must be done and the rationale for it but does not deal with how it is to be done.

**A procedure, or a protocol, is usually administrative,** and provides the details of how policies are to be implemented.

As elected representatives, boards are expected to develop policies in an open and accountable way.

The process for developing policies may vary depending on the size of the board. Boards may choose to begin policy development at the committee level, in a standing committee, or a

Administered By:	<b>Director's Services – Corporate Services</b>
Amendment Date(s):	

special purpose ad hoc committee. Boards may also simply choose to use the committee of the whole board for this purpose. Generally, administrative staff are assigned to support committee members with the information and material they need. Board members rely on the director of education and senior staff for expertise and advice to help them reach informed decisions.

**It is recommended that, as part of the policy development process, boards consult on draft policies before approving and implementing them.** Some boards post draft policies to their website and provide a four to six-week window for public input. For some policies, consultation will come before beginning to draft the policy as well.

### **Policy Statement**

One of the most important responsibilities of the Board of Trustees is the establishment, development and monitoring of TVDSB policy.

Policies shall be focused statements of the Board's intent, governing principles or the desired result related to a specific subject.

The Board of Trustees is responsible for:

- defining the mandate of the Board to support student achievement and well-being which is supported by the TVDSB mission, vision and beliefs and the Multi- Strategic Plan;
- setting policy that governs the operation of the TVDSB;
- recommending policies for development and review to the Policy Working Committee; and
- approving all new and revised policies recommended for consideration by the Policy Working Committee.

Policies established by the Board of Trustees:

- ensure support of our mission, vision, beliefs and strategic plan;
- guide the Director and his/her staff in implementing the policy of the Board;
- provide direction and consistency in day to day services; and
- inform parents/guardians, students, staff and community what they can expect from being members of the Thames Valley education system.

All members of our community play an important role in the development of effective policy. While only trustees have the authority (through the Education Act) to develop and approve policy, the process works best when:

- the Director keeps trustees informed of issues that would benefit from a policy to govern implementation;
- staff are involved in researching, drafting reports and providing professional advice on elements to be included in the policy;
- parents/guardians, staff, students and community members have the opportunity to offer feedback on proposed policy direction;
- those directly affected by the policy have an opportunity to comment on its impact; and

- trustees adopt a transparent policy approval process.

For policies to be meaningful they must be must be, well-informed, concise, relevant and responsive. Therefore in order for policies to be well-understood:

- all policies will be written in plain language, written clearly, free of jargon or technical words and use inclusive language; and
- all policies will be reviewed at least once every five to seven years.

To support the policy focus of the Board of Trustees, through the Policy Working Committee, a process for the establishment, development and monitoring of TVDSB policy is guided by the *Development and Management of Board Policies and Administrative Procedures Procedure*.

The key components of the process are:

- policy development and review can be initiated by a Trustee through the Director of Education or by a Board motion to refer to Policy Working Committee;
- ensuring the appropriate balance between Trustees' responsibility to develop and monitor policy and for the Director of Education to exercise professional judgment in how best to attain the policy objective; and
- discussions, deliberations and research undertaken in support of developing a new policy, or amending an existing policy, can involve various levels of research activities, community input, etc., as deemed appropriate by and as directed by the Board of Trustees at its discretion through the Policy Working Committee.

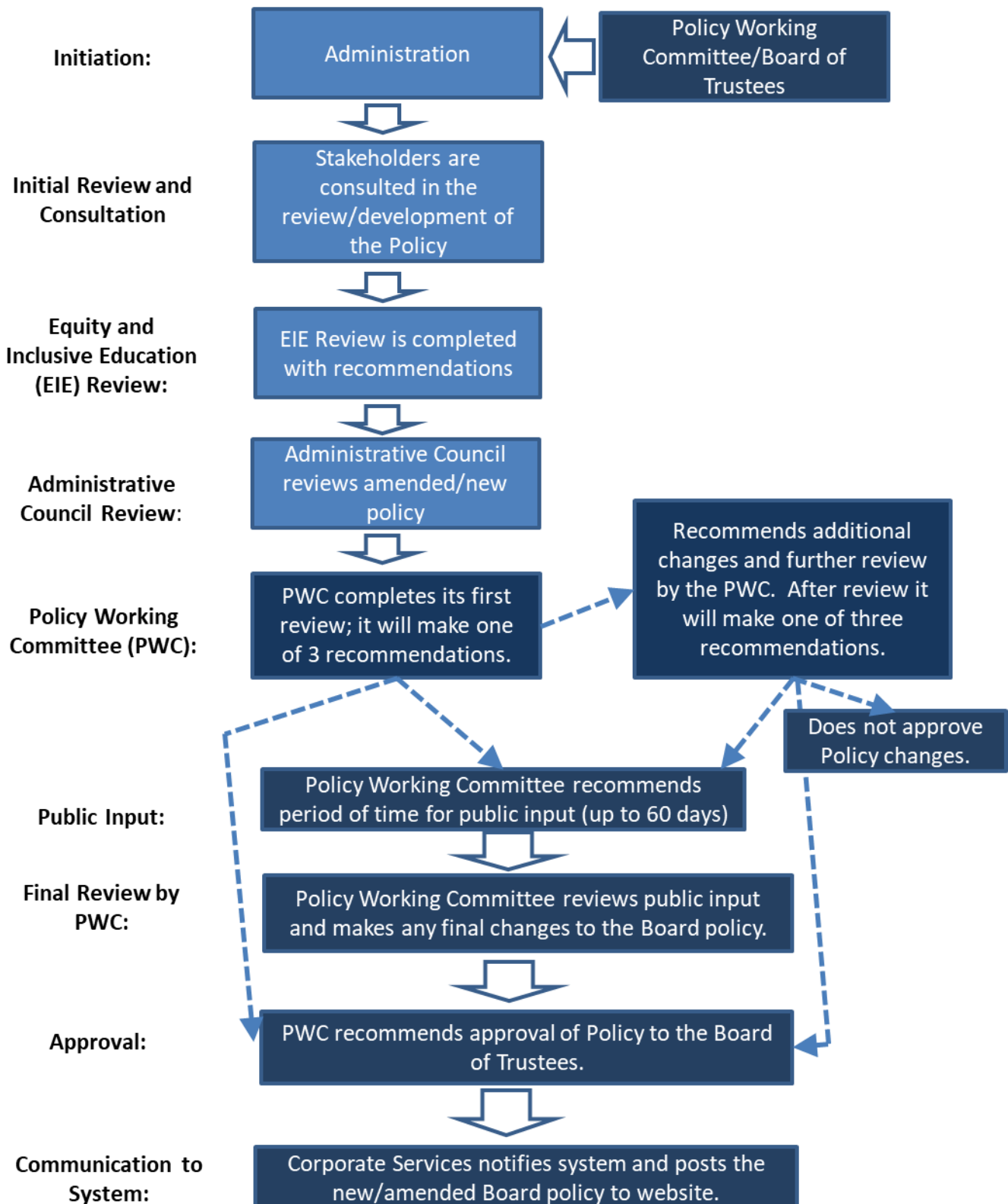
New policies developed and the review of current policy, by the Policy Working Committee and final approval by the Board of Trustees are to have the following components:

- policy title, Ministry of Education Memoranda, other related Acts and related references ( i.e. TVDSB Policy, Administrative Procedure, Independent Procedure);
- detailed description of the policy requirement and focus;
- policy statement that defines the intent, direction and specific requirements of the Board of Trustees with the level of detail dependent on the scope of the policy; and
- identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the policy.

## **Process**

The Policy Working Committee engages in the following process to review, obtain feedback on and approve Board policies. Associated procedures are attached to Board policies, where applicable, for information.

## POLICY REVIEW



## **First Review**

This review occurs when the Policy Working Committee is developing a new policy or revisions to an existing policy for the first time.

The Policy Working Committee will make one of the following recommendations:

- request changes be made and schedule the policy for ongoing review; or/and
- circulate the policy as a working document for up to 60 days during; or
- in exceptional circumstances, recommend the policy receive immediate final approval.

## **Second Review**

This review occurs after a draft policy has been circulated as determined during the first review. Any feedback and proposed wording changes are brought forward at this time.

The Policy the Working Committee will make one of the following recommendations:

- request changes be made and schedule the policy for an ongoing second review; or
- that the policy receive final approval; or
- in exceptional circumstances, not approve policy changes.

## **Definitions**

**Policies:** Policy direction *through statements* of the Board of Trustees that support the learning, achievement and well-being of students and staff members. Policies outline the rationale for those beliefs and the responsibilities of staff members at various levels of the organization.

**Draft Policies:** A draft policy may be circulated to the system in order to obtain additional feedback. Draft policies do not become the official policy of the Board and will not replace the existing policy until final approval is received.

**Administrative Procedures:** Procedures outline how a policy or operational matter is to be implemented. Some, but not all, procedures are associated with a Board policy. Administrative procedures outline specific actions that must be taken by staff members at various levels of the organization. Administrative procedures may also include specific responsibilities.

**Supporting Documents** are aligned with Board policies and/or Administrative procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, templates and system communications.

## PROCEDURE

Title:	<b>Development and Management of Board Policies and Administrative Procedures</b>	Policy No.: <b>2032a</b> Effective Date: <b>2020 Feb. 3</b>
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures</i> Procedure Retention Schedule	

### 1.0 Definitions

#### ***Board Policy***

A Board policy is a statement or belief of the Board of Trustees supporting the strategic commitments of the Board. Policies may include a rationale for the statement.

#### ***Administrative Procedure***

An Administrative procedure outlines how a Board policy or operational matter is to be implemented. An Administrative procedure outlines specific actions that must be taken by staff members at various levels of the organization. An Administrative procedure may include other specific responsibilities for individuals or groups including, but not limited to Trustees, students, School Councils, community partners, and parent(s)/guardian(s).

Some, but not all Administrative procedures are associated with a Board policy. Those not associated with a Board policy are referred to as Independent Administrative procedures. For the purposes of this document, Administrative procedures are inclusive of Independent Administrative procedures.

#### ***Supporting Documents***

Supporting documents are aligned with Board policies and/or Administrative procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, system communication.

#### ***Consultation***

Consultation refers to face- to-face meetings or direct invitations for feedback from specific stakeholders.

#### ***Public Input***

Public input is a general invitation for feedback that is posted to the board website.

Administered By:	<b>Director's Services-Corporate Services</b>
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Amendment Date(s):	
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## **Review Cycle**

The review cycle is the period of time established for the regular review of Board policies and Administrative procedures. It is defined in the *Development and Management of Board Policies and Administrative Procedures* policy aligned with this procedure.

## **2.0 Responsibilities**

### **The Board of Trustees is responsible for:**

- Approving new and revised Board policies, per the recommendations of the Policy Working Committee.
- Approving the rescinding of a Board policy, per the recommendation of the Policy Working Committee.
- Entrusting the implementation and operationalization of Board policies to the Director of Education.

It is understood the Board of Trustees may refer the review or development of a Board policy to the Policy Working Committee.

### **The Policy Working Committee is responsible for:**

- Reviewing all new and revised Board policies.
- Establishing the period of up to 60 days for public input for new Board policies and for Board policies under review.
- Reviewing public input pertaining to Board policy.
- Making recommendations to the Board of Trustees regarding the approval of new or revised Board policies.
- Making recommendations to the Board of Trustees regarding the rescinding of a Board policy.
- Providing feedback to the Administrative procedure holder, as appropriate, on new and revised Administrative procedures, per the review cycle.

### **The Director of Education is responsible for:**

- Operationalizing all Board policies through Administrative procedures.
- Designating senior staff members to be responsible for the content, review, and implementation of Board policies and Administrative procedures.

### **Administrative Procedure Holder is responsible for:**

- The content and implementation of Board policies and Administrative procedures.
- Reviewing Board policies and their related Administrative procedures per the established review cycle.
- The development of new Administrative procedures and related Board policies for consideration, as required.
- Ensuring the Board policy and/or Administrative procedure aligns with the Education Act, Ministry directives, or other legislation as applicable.

- Engaging in a consultation process, per section 3.2 of this procedure, when a Board policy and/or Administrative procedure is being developed or an existing Board policy and/or Administrative procedure is under review.

**Administrative Council is responsible for:**

- Ensuring the Administrative procedure holder has completed a proper consultation process.
- Reviewing new or existing Board policies and Administrative procedures.
- Approving Administrative procedures.
- Rescinding Administrative procedures, as required.

**The Diversity and Equity Coordinator is responsible for:**

- Establishing and overseeing an Equity and Inclusive Education (EIE) review process.
- Providing support to the Policy Working Committee with respect to equity and inclusion considerations.

**Corporate Services is responsible for:**

- Maintaining a central repository of both current and historical Board policies and Administrative procedures per the Retention Schedule (effective 2018 January 1).
- Posting approved Board policies and Administrative procedures to the board website.
- Facilitating the public input process.
- Providing administrative support to the Policy Working Committee.

### **3.0 Board Policy and Administrative Procedure Review and Approval Process**

#### **3.1 Initial Review**

Corporate Services maintains the most recently approved versions of Board policies and Administrative procedures. The Administrative procedure holder must ensure they are working from the most recently approved version.

Any proposed changes to the Board policy or Administrative procedure must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document).

New Board policies and Administrative procedures will not have any tracked changes.

Revised or new Board policies and Administrative procedures must use the current template, available through Corporate Services.

Where a Board policy and/or Administrative procedure requires substantive changes, the Board policy and/or Administrative procedure may be rescinded and replaced with a new Board policy and/or Administrative procedure. The Administrative procedure holder is required to consult with Corporate Services in this regard.

### **3.2 Consultation**

Stakeholders are to be consulted in the review of existing Board policies and Administrative procedures and in the development of new Board policies and Administrative procedures.

Stakeholders will vary depending on the nature of the Board policy and/or Administrative Procedure. They may include any one or combination of the following, as appropriate and not limited to: legal counsel, Board advisory committees, school administrators, employee/labour groups, department leads/committees, administrative/board working groups, relevant community members and organizations, School Councils, student groups, and parent groups.

### **3.3 Equity and Inclusive Education (EIE) Review**

An EIE review is completed under the direction of the Diversity and Equity Coordinator.

All new Board policies and Administrative procedures must be submitted to the Diversity and Equity Coordinator for review.

Existing Board policies and Administrative procedures under review will require an EIE review per the established review cycle, or as requested by the Administrative procedure holder.

Any feedback, specific to equity and inclusivity, provided through the EIE review and not incorporated in the final approved Board policy or Administrative procedure shall be reported back to the Diversity and Equity Coordinator along with the rationale. Information will be shared with the EIE Committee.

### **3.4 Administrative Council Review**

Following the initial review, consultation process, and EIE review the Administrative procedure holder submits the new or revised Board policy and/or Administrative procedure to Administrative Council for review.

The report to Administrative Council will include:

- A report form;
- The Board policy or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document));
- If applicable, any Board policy or Administrative procedure recommended for rescinding;
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

Administrative Council may:

- Approve Administrative procedures when it determines there were only housekeeping changes; or
- Determine the Administrative procedure undergo further consultation and/or public input for up to 60 days; and/or
- Recommend the Administrative procedure be submitted to the Policy Working Committee for their review and feedback.
- All Board policies must be submitted to the Policy Working Committee for review and recommendation to the Board for approval.

### **3.5 Policy Working Committee Review**

Where recommended by Administrative Council, the Administrative procedure holder will submit a report to Corporate Services for the next Policy Working Committee meeting.

The report to the Policy Working Committee will include:

A report form;

- The Board policy and/or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document));
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

The Policy Working Committee may:

- Recommend the Board policy be returned to Administration for further review; or recommend the Board policy, with or without additional edits, be posted for up to 60 days of public input; or
- In exceptional circumstances, recommend the policy receive immediate final approval.
- Provide input on the Administrative procedure.

### **3.6 Public Input**

All Board policies will be posted for public input for a period as determined by the Policy Working Committee.

Administrative procedures may also be posted for public input on the direction of Administrative Council.

The Administrative procedure holder will submit to Corporate Services:

- The new Board policy and/or Administrative procedure; or
- The marked up copy of the revised Board policy and/or Administrative procedure along with the clean copy as both will be posted.

Corporate Services will:

- Prepare and post, to the board website, the Board policy and/or Administrative procedure under review and an electronic form to accept input.
- Notify stakeholders of the public input opportunity.

- Notify the Administrative procedure holder of the dates for public input and provide a link to the form so they may monitor the public input received.

The day count for public input includes calendar days, excluding March break (9 days), summer (July-August), and the 2-week Christmas break.

### **3.7 Final Review and Approval**

Following public input and/or review by the Policy Working Committee the Administrative procedure holder will return a final report to Administrative Council.

The final report to Administrative Council will include:

- A report form outlining additional edits, if any, resulting from public input or the review of the Policy Working Committee;
- A plan for communication to the system;
- The Board policy and/or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document)); and
- The final clean copy of the Board policy and/or Administrative procedure.

Administrative Council may:

- Approve the new Administrative procedure, with or without additional edits.
- Recommend the Board policy, with or without additional edits, be submitted to the Policy Working Committee for final review and approval.

Following the recommendation of Administrative Council, the Administrative procedure holder will return a final report to the Policy Working Committee recommending the approval of the Board policy and providing the Administrative procedure for information.

The Policy Working Committee may:

- Recommend the Board policy, with or without additional edits, be approved by the Board of Trustees; or
- Request changes be made and schedule the policy for additional review; or
- In exceptional circumstances, not approve policy changes.

The recommendation for approval of the Board policy will be provided through the report of the Policy Working Committee to the Board of Trustees.

### **3.8 Posting to Website**

It is the responsibility of the Administrative procedure holder to submit a clean copy (word format) of the approved Board policy and/or Administrative procedure to Corporate Services for posting to the board website.

### **3.9 Communication to System and Implementation**

Corporate Services will notify the system of the new/amended Board policy and/or Administrative procedure.

It is the responsibility of the Administrative procedure holder to establish a communication plan, beyond the email notification provided through Corporate Services, to ensure Administrative procedures are implemented.

## REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

February 4, 2020  
12:17 p.m. - 3:02 p.m.

### MEMBERS

C. Thammavongsa, Association for Bright Children  
S. Lawrence Farrants, Autism Ontario London (-2:49)  
B. Furac, Community Living London  
A. Morse, Easter Seals Ontario  
B. Harvey, Epilepsy Support Centre  
P. Cook, Learning Disabilities Association of Ontario  
S. Grabstas, Vanier Children's Services  
M. Barbeau, Voice for Hearing Impaired Children (+12:25)  
N. Davison, VOICE for the Hearing Impaired  
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 Developmental Disabilities  
J. Gritzan, Thames Valley Children's Centre  
S. Thomson, Thames Valley Council Home and School  
Associations (-2:33)  
J. Bennett, Trustee  
L. Pizzolato, Trustee  
B. Yeoman, Trustee

**Regrets:** L. Turner-Otte

### ADMINISTRATION AND OTHERS

A. Canham, Superintendent of Special Education  
A. Leatham, Learning Supervisor  
R. Ferrara, Learning Supervisor  
H. Mahabir, Elementary Principal (-1:00)  
T. Birtch, Secondary Principal  
M. Phillips, Secondary Principal  
S. Smith, Corporate Services  
J. Capaldi, Communication Specialist  
K. Snake, Munsee-Delaware Nation  
S. Macey, Manager of Finance (-1:07)  
M. Fisher, Director of Education (+12:30)(-1:12)

#### 1. Call to Order

Chair P. Cook called the meeting to order at 12:17 p.m. in the London Room at the Education Centre.

#### 2. Welcome and Introduction of New Members/Guests

A. Canham introduced Manager S. Macey, Principal H. Mahabir and Director M. Fisher and briefly outlined their professional backgrounds. The guests were welcomed to the Special Education Advisory Committee meeting.

#### 3. Confirmation of Agenda

The agenda was approved on motion.

#### 4. Conflicts of Interest

None declared.

#### 5. Report of the Previous Meeting

The report of the 2020 January 7 Special Education Advisory Committee meeting was provided for information.

#### 6. Business Arising from the Minutes

A. Canham advised on the IEP Audit Committee noting the members selected to represent SEAC on the committee are P. Cook, J. Wright and B. Furac.

The Special Education Plan Committee will consist of S. Grabstas, T. Grant and N. Davison.

A. Canham provided an update on the Ontario Human Rights Commission (OHRC) Right to Read Inquiry, noting a meeting was recently held. A link to a recording of the meeting will be sent to SEAC members.

**7. 2018-2019 Special Education Year-End Financials**

S. Macey provided for information the Special Education 2018-2019 Year End Statement.

The statement was reviewed; questions of clarification regarding the mental health allocation, the number of submitted claims, SEA claims for Lexia, revised estimates and Assistive Technology Teachers on Special Assignment (TOSA) were answered by Administration.

**8. Student Use of Guide Dogs and Service Animals**

A. Canham provided an update on the draft Student Use of Guide Dogs and Service Animals Policy and Procedure. It was noted that the Policy Working Committee will review the policy on 2020 February 25.

**9. Exclusion of a Student - Review of the Draft Policy and Procedure**

Administration presented for information and feedback the draft Exclusion of a Student Policy and Procedure. The input process and timeline was reviewed.

Discussion points from the 2020 January 7 SEAC meeting were reviewed.

A group activity was conducted to review the policy and procedure by section. Feedback from the activity was presented to the committee.

Discussion occurred regarding voluntary withdrawals from school, accountability for behaviours, supporting families through the appeal process, tracking exclusions, time allotted for the appeal process and specifying "types" of exclusions.

Input was captured by A. Canham.

**10. Assistive Technology TOSA Update**

R. Ferrara provided an update on the Assistive Technology TOSAs noting the training model developed is meeting the needs of all learners. The process for Assistive Technology training and tools were outlined. It was noted a referral can be submitted if a student requires additional training.

Questions of clarification regarding the types of technology training the TOSAs perform, training teachers, transitioning between semesters and parent training were answered by Administration.

In response to a question it was noted historically teachers with students with Autism in their class are provided the opportunity to attend annual training.

**11. SEAC/Departmental Priorities (Standing Item)**

A. Canham presented the SEAC Committee and Departmental Priorities established at the 2019 September 9 SEAC meeting.

A group activity occurred where the committee members provided input on the priorities.

**12. Students on Modified Day (Standing Item)**

A. Canham reported on the number of Elementary students currently on a modified day program.



**13. Special Education Plan (Standing Item)**

None.

**14. Correspondence (Standing Item)**

None.

**15. Other Business**

None.

**16. Forum: Association Updates (Round Table)**

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

**17. 2020 Meeting Dates**

The 2020 meeting dates were provided in the agenda package. The next meeting is scheduled for 2020 March 9, 6:30 p.m.

**18. Future Agenda Items**

- TVDSB's Lexia Implementation Plan

**19. Adjournment**

The meeting adjourned at 3:02 p.m. by motion.

# THAMES VALLEY DISTRICT SCHOOL BOARD

## PROGRAM AND SCHOOL SERVICES ADVISORY COMMITTEE

**February 4, 2020**  
**Board Room, Education Centre**

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

Regrets: Trustees P. Cuddy, C. Antone

**Administration:** Director M. Fisher; Associate Director R. Culhane; Superintendents C. Lynd, S. Builder, L. Griffith-Jones, P. Sydor, R. Culhane, A. Canham, K. Edgar, R. Kuiper, D. Macpherson, M. Moynihan, S. Powell, P. Skinner, K. Wilkinson; System Principals B. Nielsen (-8:15), K. Auckland (-7:04), and R. Ferrara (-7:04); Managers C. Glazer (-8:15) and T. Testa; Supervisor B. Williams

### 1. **Call to Order and Approval of Agenda**

Chair Yeoman called the meeting to order at 6:00 p.m. The agenda was approved on motion.

### 2. **Conflicts of Interest**

None declared.

### 3. **Minutes of the Previous Meeting**

The minutes of the 2020 January 7 meeting were provided for information.

#### a. **Business Arising from the Previous Meeting**

As a follow up to the previous meeting, Trustees inquired about updates to the suspension data. In response, Superintendent S. Powell described the work to intentionally address the number and length of suspension. It was noted baseline data from June 2019 will be compared to data available June 2020. S. Powell and Director Fisher addressed concerns related to the perceived potential for voluntary suspension rates to increase and not be counted in the data.

### 4. **Operational Plan Update - Literacy**

Superintendents M. Moynihan and A. Canham provided an update on the Operational Plan as it pertains to the area of phonological awareness, early identification and intervention in literacy. System Principals K. Auckland and Ferrara were in attendance and participated in the presentation.

Goals, strategies and baseline data on outcomes were shared.

Administration addressed a broad spectrum of questions regarding early identification; the implementation of the new tool to be used for early identification; the use of the mPower Reading Program; transference of the services into the French Immersion program; parent/guardian communication; phonological skill development; EQAO data as it pertains to the provincial gender gap; the relationship between literacy and confidence in reading ability; parent engagement to support literacy; and learning from other boards in this area.

On request, Director Fisher confirmed EQAO results by gender for TVDSB could be shared, similar to that presented for the provincial data.

**5. Operational Plan Update - Communication**

Superintendents R. Kuiper, P. Sydor, and C. Lynd provided an update on the Operational Plan in relation to Communication. In attendance were System Principal B. Nielsen, and Managers T. Testa and C. Glaser to share in the delivery of the presentation.

Ongoing and planned activities/strategies to increase student, family, and community engagement; and to support two-way communication and provide excellence in service were outlined. Activities described included collaborative efforts with parent groups, communication through social media, the deployment of a unified communication system, adoption of Brightspace/school messenger, and service excellence training. Outcomes to date on these initiatives were shared.

Administration responded to questions of clarification regarding school communication/websites, the parent portal, efforts to ensure the establishment of a School Council at every school, the use of social media to promote two-way communication, current communication tools, the rationale for using Brightspace/school messenger, the need for parent engagement strategies to engage parents from diverse communities, and the family climate survey.

Trustees shared suggestions regarding needed outcomes and potential activities to meet those outcomes. An offer to provide a presentation on Brightspace/school messenger at a future Program and School Services Advisory Committee meeting was welcomed.

**6. Community Advisory Committee Updates (Standing Item)**

Trustee B. McKinnon shared information on the Winter Walk Day at Central Public School in Woodstock that is planned for tomorrow. S. Hunt shared TVDSB is being recognized for efforts in this area.

**7. Other Business**

Director Fisher provided a summary of the current strike action by ETFO highlighting the restriction on all extra curricular activities.

In response to a question, it was confirmed emails from the community pertaining to the current Labour situation be forwarded to the Chair of the Board for a response. There was some discussion regarding process.

In response to a question, A. Morell advised the Ontario Federation of Home and School Associations has in the past been responsible to prepare and send messaging to their Home and School Member groups regarding leading practices during labour action. She offered to follow up in this regard.

**8. Questions and Comments of Members (Standing Item)**

None.

**9. Date and Time of Next Meeting**

The next meeting is scheduled for 2020 March 3.

**10. Adjournment**

The meeting was adjourned at 8:25 p.m. by motion.

**BARB YEOMAN**  
Committee Chair

# THAMES VALLEY DISTRICT SCHOOL BOARD

## PLANNING AND PRIORITIES ADVISORY COMMITTEE

**February 11, 2020, 6:00 p.m.**  
**Board Room, Education Centre**

**Members:** Trustees B. McKinnon, S. Polhill, A. Morell, S. Hunt, P. Cuddy, B. Yeoman, L. Pizzolato, B. Smith, M. Ruddock, J. Bennett, J. Skinner, C. Rahman; Student Trustees C. Kennedy, E. Butler

Regrets: C. Antone; Student Trustee S. Chun

**Administration:** R. Culhane, M. Fisher, D. Macpherson, C. Lynd, L. Nicholls, J. Pratt, K. Wilkinson, T. Testa, S. Smith, D. Munro, S. Macey, M. Cosyn Heath (-6:49), K. Kastelic (-6:49)

### 1. **Call to Order and 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 2020 January 14 meeting were provided for information.

#### a. **Business Arising from the Previous Meeting**

None.

### 4. **Southwestern Ontario Student Transportation Services - Annual Report to Stakeholders, 2018-2019 Fiscal Year**

C. Lynd introduced M. Cosyn Heath and K. Kastelic who presented for information the Southwestern Ontario Student Transportation Services - Annual Report for the 2018-2019 Fiscal Year.

The service area profile, transportation eligibility, choice of school, school bus routes, active travel, school bus stops, inclement weather, school travel planning (STP) and financial statements were reviewed.

Questions of clarification regarding the definition of hazardous conditions, measuring the data and monitoring the progress of the STP program, the process to charter buses during non-peak hours, the process for changing bus stop locations, transportation costs, students in the busing areas that do not use the bus, implementing a bus registration process, seat belts, stop arm cameras, electric buses, over booked buses and increasing the number of student that walk to school were addressed.

In response to a question, K. Kastelic reported the STP is collaborating with the London Middlesex Health Unit to implement the program in schools.

In response to a question, M. Cosyn Heath advised on the number of students recommended per seat noting no more than three for junior students and two for senior students.

### 5. **2019-2020 Interim Financial Report - 2019 November 30**

Through a PowerPoint presentation S. Macey presented the 2019-2020 Interim Financial Report based on the financial results for the three months ending 2019 November 30.

It was noted the reports reflect the revised budgets and actual expenses for 2019-2020 as of 2019 November 30, including the impact of revised estimates filed with the Ministry of Education on 2019 December 13.

**6. Overview of Budget Challenges and Review of Public Input Process**

C. Lynd presented for information and input the 2020-2021 Budget Challenges and Public Input Process.

Questions of clarification regarding class size ratios, teacher salaries on strike days, the increase in casual staffing/absence increases, funding casual staff, creating an attendance incentive and the maximum year-end deficit allowance were answered by Administration.

It was noted there will be presentations on the one-to-one Chromebook Pilot Project and the new Student Information System at a future meeting as part of the budget process.

**7. Budget Planning Engagement Session**

T. Testa facilitated a budget planning engagement session focusing on gathering input from the Planning and Priorities Advisory Committee and Senior Administration related to potential 2020/21 budget initiatives/priorities. It was noted that budget initiatives/priorities should align with the TVDSB Operational Plan.

This Thoughtexchange session will remain open until the end of the month, the responses will be used to guide the budget process.

**8. Other Business**

Trustee Pizzolato inquired on the status of the *Free the Flow* initiative. It was noted an update will be presented at the Program and School Services Advisory meeting on 2020 March 3.

**9. Questions and Comments by Members**

J. Pratt provided an update on current labour action.

R. Culhane provided an update on the current media coverage at H.B. Beal S.S. regarding the Musical Theatre Program.

M. Fisher provided an update on the draft Exclusion of a Student policy noting exclusion is outlined in the requirement of the Education Act 265(1)(m).

A. Morell advised on the printers that Trustee devices can connect to wirelessly.

**10. Date and Time of Next Meeting**

The next meeting is scheduled for 2020 March 10.

**11. Adjournment**

On motion the meeting adjourned at 7:43 p.m.

**Corrine Rahman**  
Committee Chair

**REPORT OF THE CHAIR'S COMMITTEE**

2020 February 18  
12:20 p.m. – 2:08 p.m.

**MEMBERS**

A. Morell (Chair) J. Bennett  
M. Ruddock B. Yeoman  
Regrets: C. Rahman

**ADMINISTRATION AND OTHERS**

M. Fisher B. Williams  
B. Smith (-12:51)

**1. APPROVAL OF AGENDA**

The agenda, as amended, was approved by motion.

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

The in-camera and public Board meetings agendas for 2020 February 25 were reviewed. The upcoming Advisory meetings scheduled for March 3 and 10 also were reviewed.

There was a request for future Advisory agenda items to include: the expulsion process and role of Trustee; inclusion of information on SAL as part of the presentation on Alternative Education; and an update on the previously provide report on Technology to Support Rethink Secondary (previously presented 2018 November 6).

**4. TEACHER ABSENTEEISM**

Trustee B. Smith joined the meeting to request a report from Administration on teacher absenteeism by grade for each elementary school noting his concerns regarding the current rate of absenteeism and the impact on student achievement. Through discussion it was agreed the timing for this kind of report was not appropriate considering the collective bargaining underway at the central table.

**5. CORRESPONDENCE**

A copy of a letter from the Board of Trustees of the Waterloo Region District School Board addressed to the Minister of Health and Long-Term Care was received. The letter outlined concerns with the increase in vaping by youth and called for regulatory changes. The letter will be shared with all Trustees.

**6. TRUSTEE CONFERENCE ROOM EXPENSE APPROVAL**

The estimated cost to replace the computer and printer in the Trustee Conference Room was reviewed and discussed. It was agreed to share the options presented and the costing with Trustees to determine the best direction before a recommendation comes forward to the Board from the Chair's Committee.

**7. TRUSTEE QUESTIONS AT BOARD AND COMMITTEE MEETINGS**

Discussion considered the content of power point presentations and the kinds of questions asked of Administration at Board and Advisory Committee meetings.

Discussion considered Board and Advisory agenda items and the role of the Chair during Advisory meetings. Advisory agendas will be amended to reflect the discussion. It was agreed questions of Administration will be asked through the Chair.

It was agreed to debrief meetings at Chair's Committee with a view of improving the meetings.

**8. ASSESSING THE EFFICACY OF PRESENTATIONS**

Discussed under item #7.

**9. TRUSTEE TRUSTEES' PROFESSIONAL DEVELOPMENT REQUESTS - none**

## 10. OTHER BUSINESS

### a. Chair's Mandate

Chair Morell reviewed the mandate of the Chair's Committee and the duties of the Chair per the Board Bylaws.

### b. Correspondence during Strike Action

Discussion considered correspondence being received by Trustees during Labour Action. It was agreed to defer discussion to the Committee of the Whole meeting.

### c. Meeting Attendance

As a follow up to the previous meeting, B. Williams described the process for ensuring quorum at meetings. Committee Chairs are advised in advance of the meeting when quorum is not expected.

### d. Thames Valley Education Foundation (TVEF) Board Meeting

Trustee Yeoman agreed to attend the TVEF Board meeting as the designate for Chair Morell.

## 11. UPCOMING EVENTS AND INITIATIVES

- Variety Is, 2020 April 30
- Award of Distinction, 2020 May 6

## 12. DATE AND TIME OF NEXT MEETING

The previously schedule meeting on February 25 was cancelled.

Future Meeting Schedule:

March 10, 3 p.m.

March 24, 2 p.m.

April 14, 2 p.m.

April 21, 12 p.m.

May 12, 3 p.m.

May 19, 12 p.m.

June 16, 12 p.m.

## 13. ADJOURNMENT

The meeting adjourned at 2:08 p.m. by motion.

**RECOMMENDATIONS:** None

**ARLENE MORELL**  
CHAIR

## REPORT OF THE FIRST NATIONS ADVISORY COMMITTEE

February 18, 2020  
3:24 p.m. - 4:31 p.m.

### MEMBERS

J. Bennett, Trustee  
J. Skinner, Trustee  
B. Summers, Oneida Nation of the Thames  
E. Young, Chippewas of the Thames  
O. Correia, Munsee-Delaware Nation

**Regrets:** M. Fisher, C. Antone

### ADMINISTRATION AND OTHERS

D. Macpherson, Superintendent of Student Achievement(-4:20)  
S. Powell, Superintendent of Student Achievement(-3:38)  
A. Canham, Superintendent of Student Achievement(-3:27)  
R. Culhane, Associate Director  
B. Nielsen, FNMI Learning Supervisor  
S. McGahey-Albert, FNMI Education Advisor  
S. Folino, Research and Assessment (-4:34)  
M. Ferdinand, Manager  
T. Langelaan, Principal, H.B. Beal Secondary School  
A. McNiff, Vice- Principal, B. Davison Secondary School  
J. Richmond, Principal, Lambeth P.S.  
S. Khan, Principal, Saunders S.S.  
J. Patterson, Vice-Principal, Saunders S.S.  
S. Hambides, Principal, S.D. C. I  
N. Kennedy, Student Rep. Chippewas of the Thames  
S. Smith, Corporate Services

#### 1. Call to Order

The meeting convened at 3:24 p.m. at Lambeth Public School, London.

B. Nielsen introduced A. McNiff, S. Powell, A. Canham and R. Culhane.

#### 2. Confirmation of Agenda

The agenda was approved on motion.

#### 3. Conflicts of Interest

None declared.

#### 4. Report of the Previous Meeting

The First Nations Advisory Committee Report of the 2020 January 21 meeting was provided for information.

##### a. Business Arising from the Minutes

##### a. Jordan's Principle

This presentation was presented prior to the meeting.

##### b. Supervisor Alternative Learning (SAL Program) (item #5.a)

S. Powell presented information on Supervised Alternative Learning Plans (SALP) and outlined the SALP process. It was noted students are involved in creating the plan. Alternative options available to students were reviewed.

It was noted anxiety was the primary reason students apply for SALP.



Questions of clarification regarding age requirements, the application process/committee and the approval process were addressed.

S. Powell requested any additional questions be emailed to her.

**5. Program Spotlight (Standing Item)**

**a. Lambeth Public School**

Through a PowerPoint presentation, J. Richmond presented the transitions strategies and supports used by Lambeth Public School. Field trips, open houses registration events, placement meetings, ongoing staff collaboration and Fourth R were detailed.

J. Richmond provided details regarding staff development, the FNMI staff champion, the daily message, Oneida Language instruction for grades 7 & 8, Oneida Advocates, targeted numeracy support, tutors for in class support, joint collaborations with Oneida of the Thames, focus on building trusting relationships and TVDSB Administration and the staff at Lambeth Public School were acknowledged.

**6. Indigenous Student Trustee Announcements (Standing Item)**

Trustee Bennett announced tomorrow is the deadline for Student Trustee applications. The Indigenous Student Trustee Election is on 2020 February 26.

**7. Learning Support Services Update**

**a. Board Action Plan (BAP) Update (Standing Item)**

B. Nielsen provided an update on the First Nations Advisory Committee Board Action Plan on Indigenous Education. A handout was provided.

B. Nielsen highlighted actions that have been taken to increase engagement and awareness.

**b. Indigenous Graduation Coach Update**

B. Nielsen provided an update on the Indigenous Graduation Coaches noting an additional Graduation Coach started today at Saunders Secondary School.

**c. Cultural Funds**

B. Nielsen presented an update on the First Nations Cultural Funds 2019-2020 Budget noting any funds not spent by 2020 March break will be rolled back.

**8. School Counselling and Social Work Services Update (Standing Item)**

M. Ferdinand reported the FNMI counsellors are part of OSSTF. As a result of the current job action they are behind schedule meeting with students/families.

Questions of clarification regarding wait times and the numbers of referrals were addressed.

The committee requested a written report be provided.

**9. Principal Updates (Standing Item)**

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

**10. Community Updates (Standing Item)**

**a. Chippewas of the Thames First Nation**

E. Young reported that D. Young has been appointed to the committee. Chippewas of the Thames First Nation has released a job posting seeking a Director of Education.

N. Kechego reported the majority of students have earned all their credits.

**b. Munsee-Delaware Nation**

O. Correia provided a recap of the forum hosted by the Munsee-Delaware Education Committee to address the concerns and source solutions regarding bullying on the school bus and updates to policy. It was noted the information gathered at the forum hasn't been collated yet.

**c. Oneida Nation of the Thames**

B. Summers reported Oneida Nation of the Thames intends to host a meeting to create awareness in the community. The ability to host the meeting has been impacted by current job action and the meeting is on hold.

B. Summers outlined the priorities she is working on including: preparing budgets for next year, potentially creating an immersion program, planning summer programming/summer credit course and reviewing alternative education data.

**11. Other Business**

S. Folino advised on where to find alternative education information for students.

**12. 2020 Meeting Dates**

The next meeting will be held on Tuesday, April 21, 2020 (B. Davison).

**13. Adjournment**

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

Oscar Correia  
CHAIRPERSON



Chippewas of the Thames First Nation  
 Board of Education  
 324 Chippewa Rd.  
 Muncey, ON N0L 1Y0  
 Tel: (519) 289-0621 Fax: (519) 289-0633

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February 4, 2020

Thames Valley District School Board  
 1250 Dundas Street, P.O Box 5888  
 London, ON  
 N6A 5L1

Attention: Bonnie Williams, Corporate Services/FOI Coordinator

**Representatives for First Nations Advisory Committee**

Dear Bonnie,

This is to inform you that the Chippewas of the Thames First Nation Board of Education have appointed Dusty Young, Trustee as a representative to the First Nations Advisory Committee effective January 30, 2020. In addition, Evelyn Young, Trustee remains on this committee. Ms. Natasha Kechego, our Secondary Student Advocate will be attending as a guest, when available.

Sincerely,

Chantal Fisher,

Education Administration Assistant

THAT DustyYoung be appointed to the First Nations Advisory Committee.