

# THAMES VALLEY DISTRICT SCHOOL BOARD

## POLICY WORKING COMMITTEE

**February 23, 2021, 3:00 p.m.**  
**Teams Meeting**

### **MEMBERS**

B. Smith      S. Hunt  
 B. McKinnon   M. Ruddock (Chair)  
 A. Morell

### **ADMINISTRATION AND OTHERS**

M. Fisher (-3:50)      A. Marlowe  
 C. Lynd (-3:31)      A. Chahbar  
 B. Williams(+3:20)   S. Smith

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

The agenda was approved, as amended, on motion.

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

None declared.

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

The minutes of the 2020 December 15 meeting were reviewed.

Through discussion it was determined the Holding Zone Procedure be added to the PWC tracker as a place holder noting updates will not be completed until the pupil accommodation embargo is lifted.

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

The tracking sheet was reviewed.

In response to a question, S. Smith noted the tracker is updated weekly.

##### **a. Master Policy/Procedure Tracker**

The Corporate Services Master Tracker for policies, procedures and independent procedures was reviewed.

The list of policies requested for review by the committee was captured by S. Smith.

#### **5. Existing Policies/Procedures Under Revision**

##### **a. Expense Reimbursement Policy for Employees, Trustees and Parent Involvement Funds**

C. Lynd presented for feedback the Employee Expense Reimbursement Policy (2003), Expense Reimbursement- Trustees Policy (1005) and the Expense Reimbursement Parent Involvement Funds (System & School) Policy (2026). The rationale for the revisions was detailed.

Recommendations from Trustees included monitoring rates, bringing an annual report to the Board of Trustees, and aligning rates with the Ontario Management Board of Cabinet travel meal and hospitality directive and the CRA guidelines.

Questions of clarification were addressed regarding determining the rates of reimbursement, monitoring of the TVDSB rates, the rates of other boards and annual reporting.

Feedback was captured by the C. Lynd.

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

**a. Naming of Schools Policy (2016)/Procedure (2016a)**

B. Williams and A. Marlowe presented for approval the Naming of Schools Policy (2016). It was noted following 60 days of public input, no input was received.

In response to a question, B. Williams reviewed the guidelines for selecting a school name.

The following motions were moved and CARRIED:

**THAT the Naming of Schools Policy (2016) be approved. (PWC-1)**

THAT the Naming of Schools Procedure (2016a) be provided for information. (PWC-2)

**7. Other Business**

Discussion occurred regarding approval of the Attendance Area Review Procedure (4015c) noting it was approved without being posted for public input or reviewed by Trustees.

It was noted housekeeping changes can be approved without following the standard reviewed process. Trustee expressed concerns relevant to the changes in the procedure.

It was requested that a review of the criteria for housekeeping changes be added to the next PWC agenda.

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

The next meeting is scheduled for 2021 March 23.

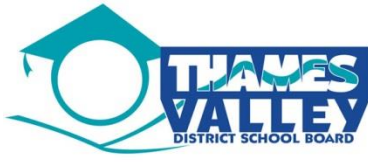
**9. Adjournment**

The meeting adjourned by motion at 4:14 p.m.

**Recommendations:**

**THAT the Naming of Schools Policy (2016) be approved.**

**Meagan Ruddock**  
Committee Chair

**POLICY**

Title: **NAMING OF SCHOOLS**

Policy No.: **2016**

Effective Date: **2004 September 28**

Department: Director's Services – Corporate Services

Reference(s): Equity and Inclusive Education Policy 2022

It is the policy of the Board that, prior to determining the name for a new school or considering a name change for an existing school, Trustees will engage in consultation with the community in accordance with the attached procedure.

All school names will reflect the Board's commitment to promote human rights, equity and inclusive learning and working environments for all students and staff. In naming schools, the Board will honour the diversity of Thames Valley school communities.

Administered By: **Director's Services**

Amendment Date(s): 2021 March 9, 2018 Feb. 28, 2017 Nov 9, 2008 Mar. 18



## PROCEDURE

Title: **NAMING OF SCHOOLS**

Procedure No.: **2016a**

Effective Date: **2004 September 28**

Department: Director's Services – Corporate Services

Reference(s): Naming of Schools Policy 2016  
Equity and Inclusive Education Policy 2022

Naming a school in Thames Valley District School Board will be done according to the following procedure.

An ad hoc Selection Committee will be established when:

- a) A new school is being built;
- b) Board approval has been given to consider a name change to an existing school; or
- c) Two or more schools are being consolidated.

Where consideration is being made as to the re-naming of a school that bears the name of an individual, an effort will be made to contact the family of that individual by the Supervisor, Corporate Services to inform them of the possible name change.

By Board approval, an ad hoc Selection Committee will be formed as follows:

### 1.0 Selection Committee Membership

- 1.1 A minimum of three (3) and a maximum of five (5) Trustees (voting). To include: at least one representative of that electoral district; and the First Nations Trustee. A Trustee will act as chair;
- 1.2 One facility administrator (Principal or designate, if applicable) (non-voting);
- 1.3 The Superintendent(s) of Student Achievement for the area or designate (non-voting);
- 1.4 The Diversity and Equity Coordinator or designate (non-voting);
- 1.5 The Indigenous Education Lead or designate (non-voting).

Administered By: **Director's Services**

Amendment Date(s): 2021 Jan. 21, 2018 Feb. 28, 2017 Nov 9, 2012 Mar. 26, 2011 Feb. 22, 2008 Mar. 18

## **2.0 Receiving Suggestions**

- 2.1 Where a new name or a name change is required advertisements shall occur requesting suggestions for names (e.g., social media, school newsletters, websites, etc.). Nominations are to be submitted using the Nomination Form – Naming of Schools.
- 2.2 All submissions are to be received by the Supervisor – Corporate Services for forwarding to the Selection Committee.
- 2.3 Where an individual(s) suggests a name, detail with respect to the historical background and significance of a suggested name should be provided in the Nomination Form – Naming of Schools.
- 2.4 The Selection Committee shall consider suggestions received. The recommendation of the Selection Committee will include three unranked names that fall within the guidelines of section 4.0, provide an inspiration to all students and promote a positive and inclusive image of the Thames Valley District School Board. The report will include rationale for the three names chosen. If the Selection Committee cannot recommend three names from the submitted list, members may bring forward other names for consideration.

## **3.0 School Community Poll**

- 3.1 The Selection Committee's recommendations, including the rationale, shall be communicated to all families, parents/guardians of students enrolled at the school being renamed or the schools being consolidated.
- 3.2 In the case of a new school being built the recommendations, including the rationale, shall be communicated to all families, parents/guardians of students currently enrolled in a Thames Valley District School Board school that is within the attendance area established for the new school.

Consideration must be given to ensure families from the Chippewa of the Thames, Muncey-Delaware Nation, and Oneida Nation of the Thames, living within a reasonable travel distance from a new school being built, have an opportunity to participate in the community poll.

- 3.3 Each family, parent/guardian will be provided an opportunity to rank the Selection Committee's recommended names in order of preference. Each family, parent/guardian of a student(s) enrolled at the school(s) or in the new school's attendance area will be afforded one ranking/vote. Ranking/voting will be completed in a manner that affords full participation of the school community and an adequate amount of time for participation. Ranking/voting may be done

electronically, or where electronic voting may pose a barrier for a community, ranking/voting may be done by other means determined by the school. Collection and analysis of information gathered through the ranking/voting process will be supported by TVDSB Research and Assessment.

- 3.4 The Selection Committee will recommend the highest ranked name, as determined by the school community poll, to the Board of Trustees.
- 3.5 If the first name recommended to the Board of Trustees is not approved then the subsequently ranked names will be put forth in order of preference.

#### **4.0 Guidelines**

- 4.1 The following guidelines for names for new schools are provided for persons wishing to make submissions. In no particular order of preference:
  - The historical name, if any, which applies to the area in which the school is located; or
  - Historical Indigenous leaders and/or Indigenous geographical place names; or
  - Individuals recognized as having made a significant contribution to society, in particular through promoting equity and inclusion, and who reflect the identities and experiences of students and families in the school community; or
  - The name of the street on which the school is located; or
  - The name of the district the school is to serve.
- 4.2 When a person's name is being recommended by the Selection Committee to the school community as a possible school name, the Board of Trustees will meet as Committee of the Whole, In-Camera to review the recommendation. Following the meeting, that person or family, if appropriate, will be contacted by the Supervisor – Corporate Services, for permission for the name to be presented to the school community as a school name for their consideration. The Supervisor – Corporate Services will explain the Naming of Schools process to the person or family, including in particular that the person's name will be put forward as one of three recommendations that will be ranked according to the results of the school community poll.
- 4.3 The Board has the right to accept or reject any recommendation of the Selection Committee. In the event that the Board cannot accept a recommendation, the Board shall reconvene the Selection Committee to select three new names to be put forth in a school community poll and the process is repeated.