

**Thames Valley District School Board
Policy Working Committee Meeting Minutes**

September 10, 2024

3:03 pm

London Room

Committee Members Present:	D. Cripps M. Larsen B. Mai	L. Osbourne L. Pizzolato C. Sachs
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Administration Present:	K. Banman S. Builder A. Chahbar C. Lynd	S. Hickson L. Nicholls S. Smith N. Soave
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1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Minutes of the Previous Meeting

The minutes of the 2024 June 11 regular meeting and the 2024 June 24 and 2024 August 27 special meetings were approved, as printed, on motion.

4. Election of Vice Chair

The election of the Policy Working Committee (PWC) Vice Chair was held by Chair Cripps. Trustee Larsen was acclaimed as the Vice Chair.

5. Unfinished Business

5.a Twinning of Schools Policy

Trustee Mai led a discussion on the Twinning of Schools Policy previously rescinded at the 2024 April 9 PWC meeting. It was noted that the rescinding of the policy may need to be reconsidered given the pilot project currently underway regarding the twinning of Vice Principals, and the subsequent need to provide formalized support to twinned Vice Principals in the form of a policy.

It was decided that Administration would report back to the committee on the status of the twinning of Vice Principals pilot.

5.b Capping of Schools Policy

Trustee Mai led a discussion on a capping of schools policy. Discussion included criteria beyond physical space that is considered when deciding to cap enrolment at a school and a policy to formalize all the factors involved in capping decisions.

By consensus, the committee requested that Administration report back to the committee regarding the rationale for the absence of a policy on the capping of schools.

6. PWC Workplan

The Policy Working Committee (PWC) Workplan was reviewed. Discussion included the use of the PWC Microsoft Teams Channel to organize the committee's work.

7. New Draft Policies/Procedures

7.a TVDSB Governance Scope Policy (NEW)

A. Chahbar and N. Soave presented the Thames Valley District School Board (TVDSB) Governance Scope Policy (NEW) for feedback. It was noted that similar policies from other school boards were researched to inform the development of the policy and that the request to create the Governance Scope Policy originated from a previous PWC, in order to outline the roles and responsibilities of the Director of Education.

Discussion included the need for a Governance Scope Policy given the guidance already outlined in the Education Act and the importance of the policy aligning with the language in the Education Act.

Questions of clarification were addressed by Administration regarding utilizing a PWC working group to review the policy.

It was decided that once the Development and Management of Board Policies and Administrative Procedures Policy (2032) and Procedure (2032a) are passed, creating the option for the PWC to form working groups to review policies, a working group will be formed to review the Governance Scope Policy. Trustee Larsen expressed interest in joining the Governance Scope Policy working group.

Feedback was captured by N. Soave.

8. Policies/Procedures - Review Requested by Committee

8.a Director of Education Performance Appraisal Policy (2031)

L. Nicholls presented the Director of Education Performance Appraisal (DPA) Policy (2031) for approval. The release of new Ministry of Education Regulations necessitated updates to the policy to be in compliance. It was noted posting the policy for public input may be challenging given the many prescriptive elements of the regulation included in the policy.

Discussion included adding the Chair of the Board of Trustees as a voting member of the DPA and the Superintendent of Human Resources as a staff resource to the DPA, the length of time the policy could be sent for public input, and, if the policy were to be posted for public input, the need for an explanation of what elements of the policy that are open for input and what elements are mandated by the Ministry of Education.

Questions of clarification were addressed by Administration regarding the criteria under which the Director of Education would be appraised, referencing the administrative appraisal tools available to the Director Performance Appraisal Committee in the policy, including language in the policy regarding the use of evidence-based processes and data collection, and scenarios in which it would be appropriate for the Superintendent of Human Resources to sit on the Director Performance Appraisal Committee.

The following motion was moved and ADOPTED:

THAT a reference to the evaluation criteria available to the Director Performance Appraisal Committee be added to the Director of Education Performance Appraisal Policy (2031).

The following motion was moved and ADOPTED:

THAT the Director of Education Performance Appraisal Policy (2031) include that the Superintendent of Human Resources or a designate be listed as a staff resource to the Director Performance Appraisal Committee.

The following motion was moved and ADOPTED:

THAT the Director of Education Performance Appraisal Policy (2031) be posted for 30 days of public input with the updates as discussed during the meeting.

Feedback was captured by N. Soave.

Without objection, the meeting recessed at 3:48 p.m. and reconvened at 3:53 p.m.

9. Existing Policies/Procedures Under Revision

9.a School Council Policy (3016) & Procedure (3016a)

S. Builder presented the School Council Policy (3016) for approval. The process of reviewing the policy and an explanation of the versions included in the meeting package were provided.

There were no questions of clarification.

The following recommendation was moved and CARRIED:

THAT the Board of Trustees approve the School Council Policy (3016).

The committee stood at ease to allow the next presenter to join the meeting.

9.b Consultation: Development and Management of Policies and Administrative Procedures Policy (2032)

S. Smith presented the Development and Management of Policies and Administrative Procedures Policy (2032) for feedback, noting that the policy has been completely overhauled.

N. Soave reviewed the substantial changes made to the policy, including moving procedural items to the Development and Management of Policies and Administrative Procedures Procedure (2032a).

Questions of clarification were addressed by Administration regarding the end of the year process review and committee efficiency, the inclusion of language regarding research conducted in the development phase of the policy, and labels for high, medium, and low priority policies and procedures.

It was decided that Chair Cripps will connect with Administration regarding incorporating the feedback received from the committee and that the policy will return to the PWC at a future meeting.

Feedback was captured by N. Soave.

The committee stood at ease to allow the next presenter to join the meeting.

9.c Expense Reimbursement Trustee Policy (1005) and Procedure (1005a)

C. Lynd presented the Expense Reimbursement Trustee Policy (1005) for approval.

Discussion occurred regarding the changes to mileage requirements and public input.

There were no questions of clarification.

The following recommendation was moved and CARRIED:

THAT the Expense Reimbursement Trustee Policy (1005) be approved.

10. Updates from the Chair (Standing Item)

Chair Cripps summarized the agenda topics in advance of the October PWC meeting. There was no discussion or questions of clarification.

11. Working Group Reports (Standing Item)

None.

12. Other Business

None.

13. Next Meeting Date

The next meeting is scheduled for Tuesday, October 8, 2024.

14. Adjournment

The meeting adjourned by motion at 4:34 p.m.

Recommendations:

THAT the Board of Trustees approve the School Council Policy (3016).

THAT the Expense Reimbursement Trustee Policy (1005) be approved.

David Cripps
Chair