

THAMES VALLEY DISTRICT SCHOOL BOARD

POLICY WORKING COMMITTEE

November 12, 2024
3:01 p.m. – 4:15 p.m.
London Room

COMMITTEE MEMBERS

D. Cripps
M. Larsen
L. Osbourne (+3:12)
L. Pizzolato
C. Sachs

ADMINISTRATION

K. Banman
A. Chahbar
L. Griffith-Jones (+3:05) (-3:39)
S. Smith
N. Soave
S. Hickson

1. Approval of the Agenda

Chair's Announcements was added to the agenda after Agenda Item #3 Minutes of the Previous Meeting.

The agenda was approved on motion as amended.

2. Conflicts of Interest

None declared.

3. Minutes of the Previous Meeting

The minutes of the October 8, 2024 meeting were approved, as printed without objection.

4. Chair's Announcements

Chair Cripps addressed member requests for items to be added to the Policy Working Committee (PWC) Workplan, including the Transportation Policy (1002), the Equitable Recruitment Policy (formerly Equitable Recruitment, Selection and Promotion of Staff Policy) (3013) and Procedure (3013a), and the Public Concerns and Complaints Policy (2030) and Resolving Public Concerns Procedure (2030a). There were no objections.

It was confirmed that the Transportation Policy and Equitable Recruitment Policy were previously added to the PWC Workplan.

The committee discussed the RFP #736 Safe School Policy and Procedure Review completed by Mackenzie Mountford, noting it would be beneficial to the committee to review the report to gain a broader understanding of safe school policies across the province.

The mover of the motion provided the rationale.

The following motion was moved and ADOPTED:

THAT RFP 736 Safe School Policy and Procedure Review by Mackenzie Mountford be provided to the Policy Working Committee for review and discussion prior to the next Policy Working Committee meeting.

5. Policies/Procedures Following Public Input

a. Director of Education Performance Appraisal Policy (2031)

Superintendent Griffith-Jones presented the Director of Education Performance Appraisal Policy (2031) for approval following the 30-day public input period.

Discussion included housekeeping edits, adding content beyond what is in the regulation, and the inclusion of the Director's Performance Plan (DPP) in the policy.

Questions of clarification were addressed by Administration regarding creating a Director of Education Performance Appraisal (DPA) procedure to house the DPP, the inclusion of the Superintendent of Human Resources in the DPA Policy as a member of the DPA Committee, dates included in the policy, where the responsibility lies for creating the DPP, including specific examples of community partners in policies, and creating a graphical representation of the performance appraisal process.

Discussion included adding a flowchart to the DPA Committee's workplan and the timing for development of the flowchart.

The following recommendation was moved and **WITHDRAWN**:

THAT the DPA Committee create a flowchart outlining the performance appraisal process.

The following recommendation was moved and **CARRIED**:

THAT the Board of Trustees approve the Director of Education Performance Appraisal Policy (2031) as amended.

Feedback was captured by N. Soave.

6. Existing Policies/Procedures Under Revision

a. Review of Policy and Procedure 2032(a) the Development, Maintenance and Evaluation of Policies and Procedures

Supervisor Smith and Policy Advisor Soave presented the updated Development, Maintenance, and Evaluation of Policies and Procedures Policy (2032) and Procedure (2032a) for input. Rationale for the revisions were detailed. The significant changes were highlighted.

Discussion included the intent of the language and content of the policy, consistency of the readability of the policy and procedure, and referencing the Multi-Year Strategic Plan (MYSP) in the policy.

Questions of clarification were addressed by Administration regarding merging the policy and procedure into one policy, the effect of the work of subcommittees and working groups on Administration's workload, aligning the language in the policy and procedure with the *Education Act*, adding language pertaining to monitoring and evaluating policies and procedures, the definition of "policy statement," ensuring policies and procedures are aligned with the MYSP, and determining the changes in policies and procedures that would be considered housekeeping.

It was decided that additional feedback could be submitted through the public input process.

The following motion was moved and **ADOPTED**:

THAT the Development, Maintenance, and Evaluation of Policies and Procedures Policy (2032) be posted for 30 days of public input incorporating Trustee housekeeping feedback.

Feedback was captured by N. Soave.

b. Revisions to Safe Schools Policy and Procedure (4008 and 4008 D, H, I, J, K)

This item was deferred to the January PWC meeting.

7. Board Services Update

Coordinator Hickson informed the committee of upcoming Trustee orientation sessions taking place in December.

There was no discussion or questions of clarification.

8. Next Meeting Dates

The next meeting is scheduled for Tuesday, January 14, 2025.

9. Adjournment

The meeting adjourned at 4:15 p.m.

Recommendations:

THAT the Board of Trustees approve the Director of Education Performance Appraisal Policy (2031).

David Cripps
Chair

Recording Secretary: 