



Governance and Policy Committee Meeting Agenda

Date: February 13, 2024
Location: Lindsay Education Centre
Time: 1:00pm

- 1 Call to Order**
- 2 Roll Call**
- 3 Declaration of Possible Conflict of Interest**
- 4 Approval of Agenda**
- 5 Committee Business**
 - 5.1 Approval of the minutes of the December 12, 2023 meeting (pgs.3-5)
- 6 Administrative Reports**
 - 6.1 For Action- Written
 - 6.1.a ES-5030 Student use of Service Animals in Schools Policy W. Hahn (pgs.6-7)
 - 6.1.b ES-5022 Community Partnerships for Services in School W. Hahn (pgs.8-9)
 - 6.1.c ES-5566 Concussions- Return to Learn, Return to Play W. Hahn (pgs.10-11)
 - 6.1.d BU-3060 Corporate Credit Cards W. Hahn (pgs.12-13)
 - 6.1.e BU-2400 Environmental Impact W. Hahn (pgs.14-15)
 - 6.1.f HR-4025 Hiring Policy- Non-Teaching Staff W. Hahn (pgs.16-17)
 - 6.1.g HR-4526 Teacher Hiring Policy W. Hahn (pgs.18-19)
- 7 Other Business**
 - 7.1 Board Assessment Discussion and Follow Up/ Debrief
 - 7.2 Integrity Commissioner Update
 - 7.3 Director's Performance Appraisal

8 Next Meeting

Date: Tuesday, April 16, 2024
Location: Muskoka Education Centre
Time: 11:00 a.m.

9 Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca.



Governance and Policy Committee Meeting Minutes

Date: December 12, 2023
Location: Muskoka Education Centre
Time: 1:00pm

1 Call to Order

Committee Chair Saunders called the meeting to order at 1:15 p.m.

2 Roll Call

Committee Chair Saunders recognized that there were four Committee Member in attendance in person (Trustees Clodd, Reain, Saunders, Wilcox) and one Committee Member (Trustee Childs) in attendance virtually.

Director Hahn and Executive Assistant Jen Andreasen were in attendance as staff support.

3 Declaration of Possible Conflict of Interest

There were no declarations of possible conflict of interest.

4 Approval of Agenda

Director Hahn requested that approval of the minutes of the October 17, 2023 Governance and Policy Meeting be added to the agenda as item 5.

Moved by Trustee Clodd, seconded by Trustee Reain,
 That the agenda be approved as amended.
 Carried.

5 Approval of the Minutes if the October 17, 2023 Governance and Policy Committee Meeting

Moved by Trustee Clodd, seconded by Trustee Wilcox
 That the minutes from the October 17, 2023 Governance and Policy Committee Meeting be approved
 Carried.

6 Administrative Reports

6.1 For Action- Written

6.1.a Governance and Policy Committee Terms of Reference

Director Hahn shared the proposed Governance and Policy Terms of Reference for approval

Moved by Trustee Clodd, seconded by Trustee Reain

That the Governance and Policy Committee approve the Committee Terms of Reference as presented.

Carried.

6.1.b ES-5060 Safety in Technology Classrooms Policy

Director Hahn shared the recommended changes to the ES-5060 Safety in Technology Classrooms Policy.

Moved by Trustee Wilcox, seconded by Trustee Clodd

That the changes to the ES-5060 Safety in Technological Education Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

6.1.c ES-5539 Home Instruction Policy

Director Hahn shared the recommended changes to ES-5539 Home Instruction Policy.

Moved by Trustee Clodd, seconded by Trustee Wilcox

That the changes to the ES-5539 Home Instruction Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

6.1.d ES-5561 Special Education Advisory Committee Policy

Director Hahn shared the recommended changes to the ES-5561 Special Education Advisory Committee Policy.

Moved by Trustee Reain, seconded by Trustee Clodd

That the changed to the ES-5561 Special Education Advisory Committee Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

6.1.e BD-2070 Emergency Response Plan- District Policy

Director Hahn shared the recommended changes to the BD-2070 Emergency Response Plan- District Policy.

Moved by Trustee Clodd, seconded by Trustee Wilcox

That the changes to the BD-2071 Emergency Response Plan- District Policy be approved, and that the policy be advanced to the next public meeting of the Board for ratification.

Carried.

6.1.f BD-2055 Advocacy Policy

Director Hahn shared the recommended changes to BD-2055 Advocacy Policy.

Moved by Trustee Clodd, seconded by Trustee Reain

That the changes to the BD-2055 Advocacy Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

6.1.g BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaigns Policy

Director Hahn shared the recommended changes to the BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaigns Policy.

Moved by Trustee Reain, seconded by Trustee Wilcox

That the changes to the BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

7 Other Business

7.1 Board Self-Assessment Exercise

Director Hahn shared a draft sample of a potential Board Assessment. The purpose of the assessment is to provide input on the effectiveness of the Board and Senior Team.

The recommended timeframe for respondents to review is from the start of the most recent term of the Board of Trustees until present.

It was recommended that Trustees participate the assessment both in January 2024 and again in October 2024, and then start a regular assessment cycle based on school year.

The recommended changes to the proposed draft included that there be more prominent section titles and that a comment box be added at the end of each section.

8 Next Meeting

Date: Tuesday, February 13, 2024

Location: Lindsay Education Centre

Time: 1:00 p.m.

9 Adjournment

Moved by Trustee Clodd, seconded by Trustee Reain, that the meeting be adjourned at 2:52 p.m.

Carried.

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Trillium Lakelands District School Board Administrative Report

Date: January 24, 2024
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Learning
Subject: ES-5030 Student Use of Service Animals in Schools Policy
Reference: Governance and Policy Committee Meeting - February 13, 2024

Purpose

To present to Trustees the revised ES-5030 Student Use of Service Animals in Schools Policy.

Context

The ES-5030 Student Use of Service Animals in Schools Policy was due for review as part of the regular review cycle.

Content

Revisions to the ES-5030 Student Use of Service Animals in Schools Policy include the addition of the relevant program/policy memorandum. The policy was reviewed by Trustee Bradley and the Special Education Advisory Team which is comprised of administrators and special education department and school staff.

Action

Recommendation that the revised ES-5030 Student Use of Service Animals in Schools Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5030 Student Use of Service Animals in Schools Policy

Approval Date: ~~2019~~2024

Review Date: 2024~~2029~~

Purpose

To support student achievement and well-being, Trillium Lakelands District School Board is committed to **removing barriers by** providing appropriate accommodations for all students with demonstrable learning needs. **Following the guidelines set out in *Policy/Program Memorandum 163 (PPM): School Board Policies on Service Animals*,** Trillium Lakelands District School Board has a consistent and transparent process in place to approve the use of a service animal by a student in the school when such use is a necessary accommodation to ensure the student's meaningful access to education.

If you require this information in an accessible format, please contact Communications Services at info@tldsbo.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: January 24, 2024
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Learning
Subject: ES-5022 Community Partnerships for Services in Schools Policy
Reference: Governance and Policy Committee Meeting - February 13, 2024

Purpose

To present to Trustees the revised ES-5022 Community Partnerships for Services in Schools Policy.

Context

The ES-5022 Community Partnerships for Services in Schools Policy was due for review as part of the regular review cycle.

Content

Revisions to the ES-5022 Community Partnerships for Services in Schools Policy include the addition of the relevant program/policy memorandum, and wording that is reflective of the Board's strategic directions. The policy was reviewed by Trustee McInerney, union/federation representation, and the Special Education Advisory Team which is comprised of administrators and special education department and school staff.

Action

Recommendation that the revised ES-5022 Community Partnerships for Services in Schools Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5022 Community Partnerships for **the Provision of Health and Social Services in School Policy**

Approval Date: ~~2021~~ **2024**

Review Date: ~~2026~~ **2029**

Purpose

Trillium Lakelands District School Board recognizes the value of working and learning together with community agencies, partners, and professional organizations towards our goal of meaningful learning and success for all. Student achievement, well-being, and equity are priorities when enhancing programs and services through community-based partnership agreements that align with the Board's strategic directions, vision, mission, and values.

Expectations for school board protocols for external partnerships are outlined in the Ministry of Education's *PPM 149: Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals*.

TLDSB is committed to promoting effective community partnerships that foster continuous improvement in the delivery of programs and services for all students, including students with special needs.

~~Trillium Lakelands District School Board is committed to promoting effective community partnerships that foster continuous improvement in the delivery of programs and services for all students, including students with special needs.~~

~~Student achievement and well-being are priorities when enhancing programs and services through partnership agreements.~~

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Trillium Lakelands District School Board Administrative Report

Date: January 30, 2024
To: Governance and Policy Committee
Origin: Superintendent Paul Goldring, Safe Schools
Subject: ES-5566 Concussion Policy Review
Reference: Governance and Policy Committee Meeting - February 27, 2024

Purpose

To provide an overview to Trustees of the changes to the ES-5566 Concussions - Return to School, Return to Physical Activity Policy, which is due for review this school year.

Context

The ES-5566 Concussions - Return to School, Return to Physical Activity Policy outlines the Board's commitment to concussion awareness and management of students who may sustain a suspected concussion.

The policy was due for review as part of the five-year review cycle.

Content

The Policy was reviewed by the Superintendent of Safe Schools, Administrators who attended the 2023 Concussion Summit, as well as Secondary Physical Education Teachers.

It was recommended to update the Policy content by adding a summary of concussion awareness and management at TLDSB.

Action

Recommendation that the changes to the ES-5566 Concussions - Return to School, Return to Physical Activity Policy, be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5566 Concussions – Return to School, Return to Physical Activity Policy

Approval Date: 202419

Review Date: 20294

Purpose

~~Trillium Lakelands District School Board (TLDSB) recognizes that children and adolescents are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education (PE) class, playground time, or school-based sports activities.~~

Trillium Lakelands District School Board (TLDSB) is committed to student safety, injury prevention, and well being by supporting concussion awareness, prevention, and management in schools and worksites.

A concussion is a brain injury that causes changes in how the brain cells function, leading to symptoms that can be physical, cognitive or emotional. Concussions may be caused by a direct blow to the head, face, or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull.

A concussion is a clinical diagnosis made by a medical doctor/nurse practitioner only. It is critical that a person (student or staff member) with a suspected concussion be examined by a medical doctor/nurse practitioner.

This procedure covers the awareness, medical clearance, and management of students who may sustain a suspected concussion. TLDSB aims to ensure that students with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their school activities and sports safely. This procedure may not address every possible clinical scenario that can occur during school activities, but includes critical elements based on the latest evidence and current expert consensus.

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Trillium Lakelands District School Board Administrative Report

Date: February 13, 2024
To: Governance and Policy Committee
Origin: Tim Ellis, Superintendent of Business
Subject: BU-3060 Corporate Credit Cards
Reference: Governance and Policy Committee Meeting – February 13, 2024

Purpose

To present to Trustees the updated BU-3060 Corporate Credit Cards Policy.

Context

Trillium Lakelands District School Board recognizes that the use of corporate credit cards by staff and trustees of the board can assist in building efficiencies by simplifying the acquisition, receipt and payment of purchase and travel expenses.

Content

This policy was due to be reviewed in 2024. A minor change was made to the policy to include trustees of the board to be noted in the policy.

The policy was reviewed by the Superintendent of Business, the Senior Manager of Financial Services, Director's Council, the current President of the Ontario Principals Council, Union/Federation representatives and Trustee Reain.

Action

Recommendation that the updated BU-3060 Corporate Credit Cards Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3060 Corporate Credit Cards Policy

Approval Date: 201924

Review Date: 202429

Purpose

Trillium Lakelands District School Board recognizes that the use of corporate credit cards by staff ~~members and~~ **trustees of the Board** can assist in building efficiencies by simplifying the acquisition, receipt and payment of purchase and travel expenses.

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Trillium Lakelands District School Board Administrative Report

Date: February 13, 2024
To: Governance and Policy Committee
Origin: Tim Ellis, Superintendent of Business Services
Subject: BD-2400 Environmental Impact Policy
Reference: Governance and Policy Committee Meeting – February 13, 2024

Purpose

To present to Trustees with the review information regarding BD-2400 – Environmental Impact Policy.

Context

The Ministry of Education does not require school boards to have a policy for Environmental Impacts or Environmental Sustainability. TLDSB has Policy BD-2400 related to this matter. As well, the Board's strategic plan, procurement and construction procedures, energy conservation management plan, and climate action plan, all display the Board's commitment to environmental stewardship.

Content

Trillium Lakelands District School Board is committed to delivering effective environmental education, modeling environmentally responsible practices, and raising environmental awareness for all students, staff, trustees, and the community. TLDSB commits to considering the impact on the environment in decisions that are made in the delivery of curriculum and the daily operations of the school board.

An environmental scan of other school boards in the Province has shown that few boards have formal policies related to environmental impacts. Rather, most boards have a page on their website dedicated to their initiatives. TLDSB's website has a dedicated page. No changes will be made to TLDSB's policy at this time.

The policy was reviewed by the Superintendent of Business, Manager of Communications, Chief Technology Services Manager, Purchasing Supervisor, Director's Council and Trustee McNerney as well as the current President of the Ontario Principals Council and Union/Federation representatives.

Trustee McNerney expressed the importance of ensuring that the Board's commitment to environmental impact and sustainability continues to be a priority.

Action

Recommendation that the updated BD-2400 Environmental Impact Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2400 Environmental Impact Policy

Approval Date: 20~~18~~-24

Review Date: 20~~23~~-29

Purpose

Trillium Lakelands District School Board is committed to delivering effective environmental education, modeling environmentally responsible practices, and raising environmental awareness for all staff, students, trustees, and the community. TLDSB commits to considering the impact on the environment in decisions that are made in the delivery of curriculum and in the daily operations of our school board.

Trillium Lakelands District School Board Administrative Report

Date: February 1, 2024
To: Board of Trustees
Origin: Traci Hubbert, Superintendent of Human Resources Services Department
Subject: TLDSB Policy HR-4025 Hiring Policy - Non-Teaching Staff
Reference: Governance & Policy Committee February 13, 2024

Purpose

To present to Trustees the revised policy HR-4025 Hiring Policy - Non-Teaching Staff

Context

The HR-4025 Hiring Policy - Non-Teaching Staff was reviewed as part of the established policy review cycle. Revisions to this policy were needed to clarify that the policy only applies to non-teaching staff due to the PPM 165 requirement for School Boards to develop a policy statement regarding teacher hiring which has been addressed in HR-4526 Hiring Policy - Teachers. The HR-4025 Hiring Policy - Non-Teaching Staff was reviewed by Trustee Brohman and members of the Human Resources Services Department.

Content

The primary changes to the HR-4025 Hiring Policy - Non-Teaching Staff include:

- Changing the name to identify the policy is specific to non-teaching staff
- Updating the Approval and Review Dates
- Updating the department name to Human Resources Services
- Updating language in hiring practices
- A statement to include diversity, equity and Human Code Rights and practices

Action

Recommendation that the changes to HR-4025 Hiring Policy - Non-Teaching Staff be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4025 ~~HIRING~~iring Policy - Non-Teaching Staff

Approval Date: 2019 24

Review Date: 20249

~~Trillium Lakelands District School Board supports fair, equitable, and transparent employment and promotion practices for all qualified employees and applicants for employment in order to attract and retain quality employees who facilitate the best possible learning environment for our students~~

~~The Board recognizes fair, equitable and transparent employment and promotion practices ensure the continued administrative, leadership, program delivery and support service needs of the Board.~~

Trillium Lakelands District School Board believes in attracting, recruiting and retaining exemplary Non-Teaching Support Staff to support the implementation of the strategic plan. Trillium Lakelands District School Board recognizes that fair, consistent, equitable, and transparent hiring processes will allow the Board to achieve and maintain a strong and diverse non-teaching staff workforce, employment and promotion practices for all qualified employees and applicants for employment in order to attract and retain quality employees who facilitate the best possible learning environment for our students.

Trillium Lakelands District School Board recognizes that fair, equitable and transparent employment and promotion practices ensure the continued administrative, leadership, program delivery and support service needs of the Board. Hiring practices in the Trillium Lakelands District School Board will include considerations around diversity and equity recognizing the benefits of a diverse and representative workforce with different cultural, and social identities and lived experiences. Hiring practices will consider candidates' Human Rights Code related needs on an individual basis throughout the hiring process and provide accommodation when required and comply with expectations set forth in the Ontario Human Rights Code.

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Trillium Lakelands District School Board Administrative Report

Date: February 1, 2024
To: Board of Trustees
Origin: Traci Hubbert, Superintendent of Human Resources Services Department
Subject: TLDSB Policy HR-4526 Hiring Policy - Teachers
Reference: Governance and Policy Committee - February 13, 2024

Purpose

To present to Trustees the revised policy HR-4526 Hiring Policy - Teachers.

Context

The HR-4526 Hiring Policy - Teachers was reviewed out of cycle to align with the review of the HR-4025 Hiring Policy - Non-Teaching Staff which was due for review as part of the regular review cycle.

The HR-4526 Hiring Policy - Teachers was reviewed by Trustee Reain, and Human Resources Services Department Members.

Content

The primary changes to the HR-4526 Hiring Policy - Teachers include:

- Reordering the policy name to allow all Hiring Policies to be found together
- Updating the Approval and Review Dates
- Adding a statement to encompass the expectations from PPM 165
- Updating language to state that hiring practices will be fair, consistent and transparent

Action

Recommendation that the changes to the HR-4526 Hiring Policy - Teachers be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4526 Hiring Policy - Teachers ~~Hiring Policy~~

Approval Date: 2024~~0~~

Review Date: 2029~~5~~

Trillium Lakelands District School Board believes in attracting, recruiting and retaining exemplary teachers to **provide the best possible education program that** supports the achievement and well-being of all students. ~~The Trillium Lakelands District School Board recognizes that fair, consistent, and transparent teacher hiring policies and processes will improve the ability allow of the board to achieve and maintain a strong and diverse teacher workforce.~~

Trillium Lakelands District School Board will develop, monitor, and evaluate hiring practices that **include;**

- **Qualifications and Merit**
- **Diversity, Equity and Human Rights**
- **Employment Mobility**
- **Fairness and Transparency**

~~are consistent and equitable and take into consideration consider: diversity, human rights, qualifications and merit and while also allowing for permit teacher employment mobility.~~

-Fair, consistent, and transparent teacher hiring policies and processes in Trillium Lakelands District School Board will improve the ability of the board to achieve and maintain a strong and diverse teacher workforce.

~~Hiring practices in the Trillium Lakelands District School Board will comply with expectations set forth in the Ontario Human Rights Code.~~

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