



Governance and Policy Committee Agenda

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

1. Call to order

2. Roll call

3. Declaration of possible conflict of interest

4. Approval of agenda

5. Committee action items

- 5.1 Approval of the minutes of the February 13, 2024 Governance and Policy Committee Meeting (pgs. 2-5)

6. Administrative reports

6.1 For Action - Written

- a. ES-5504 English Language Learning- ESL/ELL Policy (SO MacJanet/ pgs.6-7)
- b. OP-6505 Duty to Report Children in Need of Protection Policy (SO Fraser/ pgs.8-9)
- c. OP-6215 Bullying Prevention and Intervention Policy (Director Hahn/ pgs. 10-11)
- d. BU-4550 Employee Electronic Monitoring Policy (Director Hahn/ pgs. 12-13)

7. Other business

- 7.1 Draft Report to the Board regarding the Board Assessment
- 7.2 Appeal Process of TLDSB HR-4011/ 4031 Prevention and Resolution of Harassment and Discrimination Procedure

8. Next meeting

To be determined; 2024-2025 school year

9. Adjournment



Governance and Policy Committee Meeting Minutes

Date: February 13, 2024
Location: Lindsay Education Centre
Time: 1:00 p.m.

1 Call to Order

Chair Saunders called the Meeting to order at 1:09p.m.

2 Roll Call

Chair Saunders confirmed that all five Trustee Committee members were present in person. Director Hahn and Executive Assistant J. Andreasen attended in a support capacity.

3 Declaration of Possible Conflict of Interest

There were no declarations of possible conflict of interest.

4 Approval of Agenda

Moved by Trustee Reain, seconded by Trustee Wilcox
 That the agenda be approved as presented.
 Carried.

5 Committee Business

5.1 Approval of the minutes of the December 12, 2023 meeting

Moved by Trustee Wilcox, seconded by Trustee Childs
 That the minutes from the December 12, 2023 Governance and Policy Committee Meeting be approved.
 Carried.

6 Administrative Reports

6.1 For Action- Written

6.1.a ES-5030 Student use of Service Animals in Schools Policy

Director Hahn presented the proposed changes to the ES-5030 Student use of Services Animals in Schools Policy.

Moved by Trustee Clodd, Seconded by Trustee Reain
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.
Carried.

6.1.b ES-5022 Community Partnerships for Services in School

Director Hahn presented the proposed changes to the ES-5022 Community Partnerships for Services in School Policy.

Moved by Trustee Wilcox, Seconded by Trustee Reain
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.
Carried.

6.1.c ES-5566 Concussions- Return to Learn, Return to Play

Director Hahn presented the proposed changes to the ES-5566 Concussions- Return to Learn, Return to Play Policy.

Moved by Trustee Childs, Seconded by Trustee Clodd
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.
Carried.

6.1.d BU-2060 Corporate Credit Cards

Director Hahn presented the proposed changes to the BU-2060 Corporate Credit Cards Policy.

Moved by Trustee Reain, Seconded by Trustee Wilcox
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.
Carried.

6.1.e BU-2400 Environmental Impact

Director Hahn presented the BU-2400 Environmental Impact Policy.

Moved by Trustee Clodd, Seconded by Trustee Wilcox
That the updated BU-2400 Environmental Impact Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

6.1.f HR-4025 Hiring Policy- Non-Teaching Staff

Superintendent Hubbert presented the HR-4025 Hiring Policy- Non-Teaching Staff Policy.

Moved by Trustee Wilcox, Seconded by Trustee Reain
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.
Carried.

6.1.g HR-4526 Teacher Hiring Policy

Superintendent Hubbert presented the HR-4526 Teacher Hiring Policy.

Moved by Trustee Reain, Seconded by Trustee Clodd

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.

Carried.

Good governance discussion as it relates to policy:

Good governance practice is to ensure policies are based on PPMs, legislation, or the education act. This supports Boards if they are ever challenged on the reasons a policy may be established or in place. As part of this good governance practice, we are working toward rescinding policies that are not based on established grounds.

7 Other Business

7.1 Board Assessment Discussion and Follow Up/ Debrief

Superintendents will have the opportunity to review the assessment. A copy of the Board Assessment with Trustee Results only will be presented at the April Learning Session.

Overall assessment very positive; feedback at the learning session included:

- Valuable exercise
- Should be an annual process so it can be compared year to year
- Having data will help the team to provide focused PD and plan for future learning
- The intent and language of some of the questions need to be clearer (some were a bit ambiguous)
- An element of future surveys should be directed to Student Trustees
- Consensus that there is work to be done in Governance
- Trustees would like to see a report with Trustee responses only

7.2 Integrity Commissioner Update

Director Hahn shared that the Ministry of Education is drafting a policy for Regional Integrity Commissioner for School Board Trustee Code of Conduct issues. The Integrity Commissioner is intended to be an objective third party.

7.3 Director's Performance Appraisal

Director Hahn shared that the Ministry of Education will be releasing a standard Director's Performance Appraisal Process; once the process is released, there will be training for Trustees.

8 Next Meeting

Date: Tuesday, April 16, 2024

Location: Muskoka Education Centre

Time: 11:00 a.m.

9 Adjournment

Moved by Trustee Wilcox, seconded by Trustee Reain

That the meeting be adjourned at 2:50p.m.

Carried.

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Trillium Lakelands District School Board Administrative Report

Date: April 8, 2024
To: Governance and Policy Committee
Origin: Jay MacJanet, Superintendent of Learning
Subject: ES-5040 Multilingual Learners - English as an Additional Language and English Literacy Development Programs Policy
Reference: Governance and Policy Committee Meeting - April 16, 2024

Purpose

To present to Trustees the revised ES-5040 Multilingual Learners - English as an Additional Language and English Literacy Development Programs Policy.

Context

The ES-5040 Multilingual Learners - English as an Additional Language and English Literacy Development Programs Policy was due for review as part of the regular review cycle.

Content

Revisions to the ES-5040 Multilingual Learners - English as an Additional Language and English Literacy Development Programs Policy reflect updated more inclusive language from English Language Learners to Multilingual Learners.

The policy was reviewed by Trustee Bradley, the MLL Advisory team which is comprised of elementary and secondary administrators, school staff and consultants, and union and federation representatives.

Action

Recommendation that the revised ES-5040 Multilingual Learners - English as an Additional Language and English Literacy Development Programs Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5504 **Multilingual Learners** ~~English Language Learners~~ – English as an **Additional** ~~Second~~ Language and English Literacy Development Programs Policy

Approval Date: 2019

Review Date: 2024

Purpose

Trillium Lakelands District School Board is committed to ensuring a consistent approach to the education of **Multilingual Learners** ~~English language learners~~ across our district. Trillium Lakelands District School Board will provide direction and support in meeting the needs of **Multilingual Learners** ~~English language learners~~ so that these students can develop a proficiency in English that will support success in school.

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

Trillium Lakelands District School Board Administrative Report

Date: April 8, 2024
To: Governance and Policy Committee
Origin: Tanya Fraser, Acting Associate Superintendent of Learning
Subject: OP-6505 Duty to Report Children in Need of Protection Policy
Reference: Governance and Policy Committee - April 16, 2024

Purpose

To present to Trustees the revised OP-6505 Duty to Report Children in Need of Protection Policy.

Context

The OP-6505 Duty to Report Children in Need of Protection Policy was due for review as part of the regular review cycle.

Content

Revisions to the OP-6505 Duty to Report Children in Need of Protection Policy include updating the language for the purpose of clarifying roles and responsibilities. The policy was reviewed by Trustee Wilcox, the Duty to Report advisory team which is composed of elementary and secondary administrators, and union and federation representatives.

Action

Recommendation that the revised OP-6505 Duty to Report Children in Need of Protection Policy be approved and the policy be advanced to the next public meeting of the Board of Trustees for ratification.



OP-6505 Duty to Report Children in Need of Protection Policy

Approval Date: 202419

Review Date: 202924

Purpose

Trillium Lakelands District School Board is committed to maintaining safe and caring learning environments for students. ~~From time to time,~~ Situations may occur where child abuse, neglect or maltreatment is suspected. Trillium Lakelands District School Board recognizes and accepts its responsibilities under legislation to protect the safety of children in relation to child abuse, neglect or maltreatment concerns.

~~Furthermore, the board accepts responsibility, in collaboration with local agencies and police services as appropriate, for the provision of procedures for reporting suspected child abuse, neglect or maltreatment, as well as for the investigation of suspected child abuse, neglect or maltreatment where concerns relate to school or board situations.~~

Furthermore, where concerns relate to school or board situations, and as appropriate in collaboration with local agencies and police services, the board accepts responsibility for the provision of procedures for reporting and investigating suspected child abuse, neglect or maltreatment.

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Trillium Lakelands District School Board Administrative Report

Date: April 4, 2024
To: Governance and Policy Committee
Origin: Paul Goldring, Safe Schools
Subject: OP-6215 Bullying Prevention and Intervention Policy
Reference: Governance and Policy Committee Meeting April 16, 2024

Purpose

To provide the reviewed OP-6215 Bullying Prevention and Intervention Policy to Trustees for approval.

Context

The Bullying Prevention and Intervention Policy is up for review this school year; it was last updated in 2019.

Content

The OP-6215 Bullying Prevention and Intervention Policy was reviewed via email by Trustee Saunders, the Superintendent of Safe Schools, Superintendent of Mental Health, two secondary principals and two elementary principals.

Action

Recommendation that the OP-6215 Bullying Prevention and Intervention Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



OP-6215 Bullying Prevention and Intervention Policy

Approval Date: 2024~~19~~

Review Date: 2029~~4~~

Purpose

Trillium Lakelands District School Board is committed to the safety and well-being of students, staff and all members of the school community, and will ensure that programs are in place to educate the school community about bullying and to respond to incidents of bullying appropriately. Bullying adversely affects students' well-being, ability to learn, and healthy relationships.

Bullying will not be accepted on school property, at school-related activities, on school busses, or in any other circumstances (e.g. online) ~~where engaging in bullying will have a negative impact on the school climate.~~

Whenever any member of our school community is bullied, staff at the school and/or board level will respond diligently and appropriately to stop the harm, hold individuals accountable for their actions, support persons involved and restore relationships.

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

Trillium Lakelands District School Board Administrative Report

Date: March 1, 2024
To: Board of Trustees
Origin: Paul Goldring, Technology Services
Subject: BU-3010 Electronic Monitoring Policy
Reference: Governance and Policy Committee Meeting- April 16, 2024

Purpose

To provide the reviewed BU-3010 Electronic Monitoring Policy to Trustees for approval.

Context

Bill 88 amends the Employment Standards Act , 2000 (ESA) to require employers with 25 or more employees on January 1 of each year to have a written policy in place for all employees regarding electronic monitoring of employees by March 1 of the same year. A transitional provision gave employers with 25 or more employees on January 1, 2022 until October 11, 2022 (six months after Bill 88 received Royal Assent) to comply with this new requirement.

According to Bill 88, the policy must include certain information including whether the employer electronically monitors employees and, if so, a description of how and in what circumstances the employer may monitor employees, and the purposes for which information obtained through electronic monitoring may be used by the employer.

The Policy was developed in 2023. New policies in TLDSB require an initial one-year review period prior to being added to the five-year review cycle.

Content

The BU-3010 Electronic Monitoring Policy was reviewed via email by Trustee McAlpine, Union and Federation Presidents, and the Technology Services Senior Manager and department managers.

Action

Recommendation that the BU-3010 Electronic Monitoring Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3010 ~~Employee~~ Electronic Monitoring Policy

Approval Date: 2024~~2~~

Review Date: 202~~9~~3

Purpose

When using Board provided technology, there is no expectation of privacy. The Board may monitor and may access any account and activity, documents and stored data, electronic communications, and use of the Internet at any time to ensure network integrity and compliance with procedures.

Employees must understand and agree that the Board may access any and all the information stored on or accessed using TLDSB technology and/or the TLDSB's network. For this reason, employees have no reasonable expectation of privacy in such information and should use a personal device to store information that they do not wish the Board to access.

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