



Governance and Policy Committee Agenda

Date: October 15, 2024
Location: Muskoka Education Centre
Time: 1:00 p.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 August 27, 2024 Governance and Policy Committee Meeting (pgs. 2-4)

6. Administrative reports

- 6.1 For Action - Written
 - a. BD-2300 Public Concerns Policy (Director Hahn/ pgs. 5-7)
 - b. HR-4051 Attendance Support Policy (SO Hubbert/ pgs. 8-9)

7. Other business

- 7.1 Plan for Board Self-Assessment for 2024-2025
- 7.2 Committee Chair elections to occur November 6, 2024

8. Next meeting

November 6, 2024 at 1pm at LEC

9. Adjournment



Governance and Policy Committee Meeting Minutes

Date: August 27, 2024
 Location: Muskoka Education Centre
 Time: 3:30pm

1. Call to order

Chair Saunders called the meeting to order at 3:45 p.m.

2. Roll call

Chair Saunders welcomed the Committee and confirmed all members were in attendance.

Trustees Childs, Clodd, Reain, Saunders, and Wilcox attended in person.

Director Hahn and Executive Assistant J. 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

Moved by Trustee Reain, Seconded by Trustee Clodd,
 That the agenda be approved.
 Carried.

5. Committee action items

5.1 Approval of the minutes of the June 4, 2024 Governance and Policy Committee Meeting.

Moved by Trustee Clodd, seconded by Trustee Wilcox
 That the minutes dated June 4, 2024 be approved.
 Carried.

6. Administrative Reports

6.1 For Action- Written

a. HR-4050 Attendance Support Policy

Superintendent Hubbert presented the Attendance Policy that was updated on June 4, 2026 and approved at the June 11, 2024 Board meeting with a recommendation to rescind the changes and revert to the previous policy. Future changes to the policy will be considered in alignment with PPM 171 and stakeholder feedback.

Moved by Trustee Clodd, Seconded by Trustee Reain

That the Governance and Policy Committee rescind the updated Attendance Support Policy that was approved on June 11, 2024 and reinstate the previously existing Attendance Support Policy, and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

b. OP-6020 Code of Conduct Policy

Acting Associate Superintendent Fraser presented further updates to the OP-6020 Code of Conduct Policy. The Policy was reviewed at the June 4, 2024 Governance and Policy Committee Meeting and approved at the June 11, 2024 Board Meeting. Following the June meetings further review opportunities were required. Acting Associate Superintendent Fraser recommended rescinding the changes brought forward in June 2024 and presented a new version of the policy for consideration.

Moved by Trustee Wilcox, Seconded by Trustee Childs

That the revised OP-6020 Code of Conduct Policy that was approved at the June 4, 2024 Governance and Policy committee meeting and ratified at the June 11, 2024 Board meeting be rescinded.

Carried.

Moved by Trustee Wilcox, Seconded by Trustee Childs

That the updated revised OP-6020 Code of Conduct Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

c. HR-4550 Annual Evaluation of the Director of Education Policy

Director Hahn shared the recommended updates to the Annual Evaluation of the Director of Education Policy as approved by the Director's Performance Appraisal (DPA) Committee. The Policy reflects the Board's intention to align with the Ministry of Education DPA requirements as outlined in legislation and the Technical Guidelines.

Moved by Trustee Childs, Seconded by Trustee Reain

That the updated HR-4550 Annual Evaluation of the Director of Education Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

d. BD-2045 Trustee Code of Conduct Policy

Director Hahn shared the draft of the BD-2045 Trustee Code of Conduct Policy. Changes align with the *Better Schools and Student Outcomes Act, 2024*, and the new *Ontario Regulation 213/24: Members of School Boards- Code of Conduct* and primarily recommend language changes related to compliance with by-laws, resolutions, and policies and procedures, the requirement to uphold the integrity of the Board, clarified rules related to use of board resources and the acceptance of gifts, strengthened language related to confidentiality and information related to who is the spokesperson of the board.

The legislation requires further changes to be made to the Code of Conduct in relation to Integrity Commissioners and alleged breaches of the Code of Conduct effective January 1, 2025.

Moved by Trustee Clodd, Seconded by Trustee Wilcox

That the updated BD-2045 Trustee Code of Conduct 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 Director's Performance Appraisal 360 recommendations

Director Hahn shared a recommendation from the Director's Performance Appraisal (DPA) Committee to engage The Critical Thinking Consortium's Executive Director Usha James to assist with the feedback and reporting element of the Director's Performance Appraisal Process.

Moved by Trustee Reain, Seconded by Trustee Clodd

That the Governance and Policy Committee approve engaging Usha James, Executive Director of the Critical Thinking Consortium, to facilitate the Director's Performance Appraisal feedback process and produce any related reports, and that the approval be advanced to the public meeting of the board for ratification.

Carried.

8. Next meeting

November 6, 2025 at 1pm at LEC

9. Adjournment

Moved by Trustee Clodd, seconded by Trustee Wilcox

That the Committee do now adjourn at 4:33 p.m.

Carried.

Trillium Lakelands District School Board

Administrative Report

Date: October 11, 2024
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2300 Public Concerns Policy
Reference: Governance and Policy Committee Meeting October 15, 2024

Purpose

To present to the Governance and Policy Committee the revised BD-2300 Public Concerns Policy and Procedure for approval.

Context

The BD-2300 Public Concerns Policy was due for review in 2024-2025. In the Spring of 2024, the Ministry of Education released Policy/ Program Memorandum (PPM) 170: School board communication with parents which included directives to Board for strengthening communications standards and increasing transparency and accountability in public education.

Linking the new PPM to the existing Public Concerns policy and procedure (with a change of name) was a logical step and ensured parents/guardians would be able to find information about concerns and communication in one location.

Content

Revisions to the BD-2300 Public Concerns Policy include a recommended change to the title from *Public Concerns* to *Communication and Collaboration with Parents/Guardians*. A number of recommended additions are shown throughout the policy to ensure alignment with PPM 170.

The policy commits TLDSB to:

- providing relevant and timely information to parents/guardians related to their child(ren)'s education;
- outlining the appropriate channels for effective communication;
- clarifying the process for accessing information or addressing concerns;
- establishing standardized timelines and process for acknowledgement and response to questions or concerns;
- assisting parents/guardians in understanding how they can become actively involved in the school community and their child(ren)'s education;
- creating a culture of mutual respect and consideration between parents/guardians and TLDSB staff

The opportunity to review and provide input to the recommended changes to the policy was requested from Trustee Bradley, Union and Federation Presidents, and Director's Council.

Action

Recommendation that the revised BD-2300 Public Concerns Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2300 ~~Public Concerns~~ Communication and Collaboration with Parents/Guardians Policy

Approval Date: ~~2024~~ 2019

Review Date: ~~2029~~ 2024

Purpose

Trillium Lakelands District School Board believes in developing strong and positive relationships with students, parents/guardians, and the community. ~~It is also committed to addressing concerns of stakeholders in a fair, respectful and timely manner.~~ **Communication and collaboration are essential to developing relationships built upon mutual respect, to fostering positive, welcoming and inclusive learning environments, and to supporting student achievement and well-being.**

The *Communication and Collaboration with Parents/ Guardians Policy* and the accompanying procedure affirms TLDSB's commitment to:

- **providing relevant and timely information to parents/guardians related to their child(ren)'s education;**
- **outlining the appropriate channels for effective communication;**
- **clarifying the process for accessing information or addressing concerns;**
- **establishing standardized timelines and process for acknowledgement and response to questions or concerns;**
- **assisting parents/guardians in understanding how they can become actively involved in the school community and their child(ren)'s education;**
- **creating culture of mutual respect and consideration between parents/guardians and TLDSB staff.**

This policy and the accompanying procedure applies to communication between parents/guardians and school staff, and between parents/guardians and central (board office) staff.

~~TLDSB is guided by The Education Act of Ontario and Board Policies and Procedures and believes that the process of public concerns is an opportunity to enhance relationships with students, parents/guardians and the community.~~ **and the *Ministry of Education Policy/ Program Memorandum 170: School board communication with parents* provide the direction to school boards for strengthening communication standards, and increasing transparency and accountability in public education.**

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: September 19, 2024
To: Board of Trustees
Origin: Traci Hubbert, Superintendent of Human Resources Services
Subject: HR-4051 Attendance Support Policy
Reference: Governance and Policy Committee Meeting – October 15, 2024

Purpose

To present to Trustees the revised HR-4051 Attendance Support Policy following feedback after being rescinded.

Context

The HR-4051 Attendance Support Policy was originally reviewed out of cycle to address issues that were identified during the implementation of the new procedure over the course of the 2023-2024 year. The Policy was rescinded on Tuesday, August 27, 2024 to allow for feedback from the Unions and Federations.

Unions and Federations were included in a review meeting on Wednesday, September 4, 2024; no feedback on the Policy was received.

The HR-4051 Attendance Support Policy was reviewed by Trustee Childs, representatives from the Unions and Federations, and Human Resources Services Department Members on Wednesday, September 4, 2024. A follow up meeting took place on Wednesday, September 18, 2024 between Trustee Childs and Human Resources Services Department Members.

Content

Revisions to the HR-4051 Attendance Support Policy include:

- Updating the Approval Date

Action

Recommendation that the changes to HR-4051 Attendance Support Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4051 Attendance Support Policy

Approval date: 2024³

Review date: 2029⁸

Purpose

Trillium Lakelands District School Board believes that regular and consistent attendance by all employees is essential for the provision of high-quality educational services for our students and is essential for the provision of a safe and healthy workplace.

Trillium Lakelands District School Board supports the health and well-being of all its employees by creating a positive, supportive environment whereby employees are offered assistance on an individual basis to support their regular attendance. Attendance Support will focus on innocent absenteeism.

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