



Program and Planning Committee Meeting Agenda

Date: October 9, 2024

Location: Muskoka Education Centre

Time: 9:30 a.m.

1 Call to Order

2 Territory Acknowledgement

3 Roll Call

4 Declaration of Possible Conflict of Interest

5 Committee Action Items

5.1 Approval of Agenda

5.2 Approval of the minutes of the April 24, 2024 meeting

5.3 Approval of Committee Terms of Reference

5.4 Election of a Committee Chair

6 Administrative Reports

6.1 For Information- Verbal

6.1.a Secondary Curriculum Services

K. Williams

6.1.b Elementary Curriculum Services

J. MacJanet

7 Future Business

7.1 FI Program Location Review in CKL (Leslie Frost PS & Central SS)

8 Next Meeting

Date: Tuesday, October 15, 2024

Location: Muskoka Education Centre

Time: 2:00 p.m.

9 Adjournment

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



Program and Planning Committee Meeting Minutes

Date: April 24, 2024
Location: Lindsay Education Centre
Time: 12:30 p.m.

1. Call to order

Chair Wilcox called the meeting to order at 12:51 p.m.

2. Roll call

Chair Wilcox welcomed the Committee and confirmed four members were in attendance (H. Bradley, B. Reain, J Saunders, C Wilcox).

Gary Brohman sent his regrets.

Superintendent MacJanet and Executive Assistant Cheryl Evans were in attendance as support staff.

3. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

4. Approval of agenda

Moved by J. Saunders seconded by H. Bradley that the agenda be approved.

Carried.

5. Committee action items

5.1 Approval of the minutes of the February 16, 2024 meeting

Moved by B. Reain seconded by H. Bradley that the minutes dated February 16, 2024 be approved.

Carried.

6. Administrative reports

6.1 For information – Verbal

a. Student Voice

Superintendent Williams shared with the Committee that Director Hahn is hosting Student Voice Summits in partnership with the Secondary Curriculum Services and the G7 Student Senate during the month of April 2024. Two students from every school between grades 7-10 have been invited to participate including G7 reps.

6.2 For information - Written

a. Secondary Curriculum Services

Superintendent Williams highlighted the following initiatives with the Committee: Literacy Intervention Pilot, Grade 9 Math Achievement Action Plan data, a review of the role of math department heads, school support through data analysis, moderated marking, destreaming coaches and a review of ongoing support offered in schools.

b. Elementary Curriculum Services

Superintendent MacJanet presented an overview of the goals, structures and impact related to the following portfolio areas: Leadership (Administrator Leadership Series, Professional Learning Networks, Aspiring Leadership Series, Peer Consultant Groups); New Teacher Induction Program (NTIP); Inclusive Learning Team; Kindergarten (Mathematics and Literacy); Literacy (K-Grade 1 and Grade $\frac{2}{3}$ Series, Grade 6/7/8 Pilot); Mathematics (Fundamental Assessments, Grade $\frac{4}{5}$ and 3 & 6 Series); Multilingual Learners; and French as a Second Language (Oral Development Series, Grade $\frac{2}{3}$ FI Literacy, Core English in Grades 1 to 3 FI, FSL Educator Support).

Superintendent MacJanet reminded the Trustees about the upcoming Better Together Arts Showcases; April 30 @ IEWSS, May 2 @ MEC and May 7 @ Haliburton School of Arts.

7. Next meeting

Date: to be scheduled for Fall 2024

8. Adjournment

Moved by C. Wilcox seconded by H. Bradley that the meeting be adjourned at 2:45 p.m.

Carried.

Trillium Lakelands District School Board

Administrative Report

Date: October 4, 2024
To: Program and Planning Committee Trustees
Origin: Jay MacJanet, Superintendent of Learning
Subject: Program and Planning Committee Terms of Reference Fall 2024
Reference: Program and Planning Committee Meeting -October 9, 2024

Purpose

To present to the 2024-2025 Program and Planning Committee the Committee Terms of Reference for 2024-2025 for approval.

Context

TLDSB By-law 15: *Board Committees* requires that Committees of the Board will establish a 'Terms of Reference.'

A 'Terms of Reference' for a Committee outlines the manner in which the Committee will operate, including, but not limited to, overseeing committee membership, establishing the procedure for the election of a Committee Chair, and outlining general meeting procedures and expectations.

Content

A Terms of Reference was drafted when the Program and Planning Committee was first established in Fall 2023 and was approved by the 2023-2024 Program and Planning Committee. The Terms of Reference is attached for Committee consideration and review for the 2024-2025 school year.

Recommended revisions to the Fall 2023 version include:

- Updating the Approval Date

Action

Recommendation that the Program and Planning Committee approve the Program and Planning Terms of Reference for the 2024-2025 school year.



Terms of Reference for Program and Planning Committee

Committee Term: 1 year

Terms of reference updated as of: November 2024

Mandate	1
Purpose	1
Membership	1
Meeting Procedures	2
Confidentiality	3
In Camera Discussion	3
Rules of Order	3
Committee Review	3

Mandate

The Trillium Lakelands District School Board Program and Planning Committee's mandate is to engage in discussion of matters related to student programming from Kindergarten to Grade 12.

Purpose

The Trillium Lakelands District School Board's Program and Planning Committee will receive information related to curriculum programs and initiatives to ensure alignment with the Board's Strategic Plan goals.

Membership

Members of the committee are selected annually as part of the 'Trustees on Committees Expression of Interest' process as outlined in *TLDSB By-law 15: Board Committees*.

Membership

Member of the committee includes five Trustees.

The Elementary Curriculum Superintendent of Learning and the Executive Assistant to the Superintendent will attend Committee meetings in a support role.

Committee chair

The chair of the committee ensures the committee follow's its mandate, and serves as the principal liaison between the committee and the Board. The position of Chair will be filled by one of the five Trustees who sit on the Committee.

The Superintendent of Learning will preside over the nomination of Committee Chair.

- A member must be nominated or may self-nominate.
- Each nominee will have up to five minutes to speak
- Members will vote by ballot.
- The Superintendent of Learning will act as scrutineer, and a clear majority vote will determine the winner.
- If there is only one nominee, the Chair may be acclaimed.

The position of Chair will be reelected annually (based on the school year calendar) at the first Committee Meeting.

The Chair will work with the Director of Education to establish the agenda for each meeting, will undertake the duties of the meeting Chair in terms of adhering to the Committee Agenda and maintaining order throughout the meeting, and will report to the Board regarding the activities of the Committee.

In the absence of the Chair at a meeting, a designate will be appointed per group consensus.

Committee secretary

Meeting minutes are recorded by the Executive Assistant to Superintendent of Learning who shall work with staff and the Chair to set an agenda for each committee meeting; provide the required notice about meetings and ensure handouts and reports are prepared and sent to the Committee in advance of meetings.

Minutes of each meeting shall be approved by the Committee at its next meeting and uploaded on the tldsb.ca Committees page following approval.

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Meeting Procedures

Meeting Frequency and Term

Approximately four (4) committee meetings are scheduled per year; the meeting schedule is set at the start of the school year and may be modified as needed.

This committee term shall be for one (1) of year.

Notice

Committee members receive advance notice of each meeting and related materials in sufficient time for the members to adequately prepare for the meeting.

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Attendance

Members will make every effort to participate in all meetings. If a member is not able to attend, they should advise the Committee Chair of their absence in advance. A majority of Committee members entitled to vote shall constitute a quorum.

Electronic Participation

A host, in-person meeting site will be available for members to attend in person, however Committee members may choose to participate (by choice or necessity) by telephone or other electronic means that permit all participants in the meeting to hear each other. Members participating in the meeting by such means are counted as present at the meeting.

Attendance by other parties

The committee may request other parties to present information and participate in discussions at committee meetings. The Committee Chair may invite individuals who are not committee members to attend meetings.

Public Access

The committee meeting times, dates, and locations shall be determined and published on the TLDSB committees website in September of each year.

Committee meetings that are open to the public will allow for public attendance in-person.

Reporting to the Board

The Committee Chair will provide a report to the subsequent Board following each Committee meeting, summarizing the significant items discussed or actions taken and tabling any recommendations for consideration by the Board.

In Camera Discussion

The Committee may meet In-Camera with management to discuss any matters that should be discussed privately with the Committee in alignment with section 207(2) of the Education Act.

Confidentiality

The nature and subject of discussions and deliberations on matters before the Committee, if said Committee is conducting business In-Camera, are confidential until such time as an item is approved by the Board and released publicly.

Rules of Order

Unless otherwise provided in the TLDSB by-laws or these terms of reference, committee business and conduct of the Committee members shall follow Robert's Rules of Order.

Committee Review

Annually, the Program and Planning Committee will review its performance as a committee and that of its individual members as part of the Board's annual report process.

Annually, the Director's Council and the Program and Planning Committee will each review the terms of reference for the Program and Planning Committee to ensure it continues to reflect the Board Strategic Plan goals and aligns with good governance practices.