



Program and Planning Committee Meeting Agenda

Date: November 4, 2025
Location: Muskoka Education Centre
Time: 11:30 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 May 7, 2025 meeting (pgs.3-4)
- 5.3 Approval of the Committee Terms of Reference (pgs. 8-9)
- 5.4 Election of a Committee Chair for 2025-2026

6. Administrative reports

- 6.1 For information – Verbal
 - a. Math Achievement Action Plan (MAAP) Initial Report (J. MacJanet)
 - b. Indigenous Education (J. MacJanet)
 - c. Elementary Curriculum Services (D. Sudsbury)
 - d. Secondary Curriculum Services (T. Fraser)

7. Next meeting

Date: February 3, 2025
Location: Lindsay Education Centre
Time: 11:30 a.m.

8. Adjournment



Program and Planning Committee Meeting Minutes

Date: May 7, 2025

Location: Muskoka Education Centre

Time: 9:30 a.m.

1 Call to Order

Chair B. Reain called the meeting to order at 9:37 a.m.

2 Roll Call

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

3 Declaration of Possible Conflict of Interest

There were no declarations of possible conflict of interest.

4 Approval of Agenda

Moved by G. Brohman seconded by T. McAlpine that the agenda be approved.
Carried.

5 Action Items from Previous Meeting

5.1 Approval of the minutes of the February 11, 2025

Moved by C Wilcox, seconded by E Childs that the minutes dated February 11, 2025 be approved.
Carried.

6 Administrative Reports

6.1 Associate superintendent Fraser provided a Mental Health and Safe Schools presentation, *"Learning Across the System."* This highlighted the various learning initiatives implemented this year for our Mental Health team, TLDSB staff, students, and parents.

In addition, SO Fraser shared the attendance data for the 2024-2025 school year to date. The presentation emphasized the significant strategies currently being used in our attendance pilot schools to effectively address the underlying reasons for absenteeism.

The Safe Schools presentation also detailed the learning opportunities and support systems that were available throughout the past school year. It also included summaries of suspension and progressive discipline measures.

6.2 Superintendent MacJanet then provided the Committee with several important updates from Curriculum Services:

- The Math Achievement Action Plan progress report has been successfully submitted to the Ministry.
- A mid-year update on Early Reading Screening was shared, indicating consistent progress from fall to spring across many cohorts, particularly in Grades 1 and 2. SK literacy screening continues to show strong results, establishing a solid foundation for students entering Grade 1.
- SO MacJanet discussed a memo regarding Explicit Instruction and Technology Usage in TLDSB, which was distributed to all educators in April. This memo provides comprehensive information on leveraging technology and explicit instruction to foster effective learning environments in our classrooms. It details the divisional allocation and the planned phase-out of the 1:1 Device Program for Grades 7 and 8, including the rationale, guiding principles, reallocation plan, and considerations to support successful implementation.
- The 2025 Summer Learning program will focus on students in Senior Kindergarten to Grade 2 who are identified as significantly below benchmark in mid-year early reading screening scores and/or have gaps in fundamental numeracy skills.

7 Next Meeting

The next Program and Planning meeting will be in the 2025-2026 school year with the date and time to be determined.

8 Adjournment

Moved by H. Bradley , seconded by G. Brohman 11:35 a.m. that the meeting be adjourned at 11:35 a.m.
Carried.

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: October 3, 2025
To: Program and Planning Committee Trustees
Origin: Jay MacJanet, Superintendent of Learning
Subject: Program and Planning Committee Terms of Reference Fall 2025
Reference: Program and Planning Committee Meeting - November 4, 2025

Purpose

To present to the 2025-2026 Program and Planning Committee the Committee Terms of Reference for 2025-2026 for approval.

Context

TLDSB By-law 15: *Board Committees* require 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 2025-2026 school year.

Recommended revisions to the Fall 2024 version include:

- Updating the Approval Date
- Updating the process for Committee members wishing to participate in Program and Planning Committee meetings electronically
- Updating the process for the public to attend Program and Planning Committee meetings electronically

Action

Recommendation that the Program and Planning Committee approve the Program and Planning Terms of Reference for the 2025-2026 school year.



Committee Term: 1 year

Terms of reference updated as of: November 2025

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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

Membership 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 follows 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 tldsbc.ca Committees page following approval.

All notifications of meetings along with supporting documentation will be posted to members and on the tldsbc.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. Committee members who wish to participate in the meeting via electronic means may request to do so through the Chair of the Board and only for reasons outlined in BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy.

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 or via electronic access by advance request.

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.