



## Governance Committee

Tuesday May 14, 2024  
EC-340D & Virtual Meeting

### **AGENDA: 6:00 p.m.**

1. Call to Order/Roll Call
2. Land Acknowledgement
3. Election of Committee Chair
4. Approval of the Agenda
5. [Board Meeting Dates 2024 - 2025](#)
6. [Trustee PD Sessions 2024 – 2025](#)
7. [Board of Trustee Self-Assessment – Follow-Up & Implementation](#)
8. Discussion: Human Resources Committee – status for September 2024
9. O. Reg 83/24: Director’s Performance Appraisal – The Committee Chair and Staff will work to find meeting dates to complete the actions required within the regulation.
10. Adjournment



## GOVERNANCE COMMITTEE REPORT

May 14, 2024

### Board Meeting Dates for 2024-2025

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Heather Miller, Officer of Trustee Services

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#### Recommendation:

That the Board Meeting Dates 2024-2025 be recommended for approval.

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#### Background:

Annually, the Governance Committee receives a report with a recommendation to approve the board meeting dates for the following school year. Once the Board Meeting dates are approved by the Board of Trustees, staff will set the Trustee Special Committee dates and share them with Trustees before September.

The Governance Manual states: “During or before the organizational meeting each year, the Board shall approve a schedule of meeting dates and times for regular Board and Standing Committee meetings for the following year. The schedule may be revised by the Board (E.A., 208(6), 170.4).”

#### Status:

Staff have reviewed the Religious and Creed Observances and Days of Significance in order to propose Board meeting dates for the 2024-2025 school year.

The proposed dates for Board Meetings for 2024-2025 are:

<b><u>2024</u></b>	<b><u>2025</u></b>
September 9, 23	January 13, 27
October 7, 28	February 10, 24
November 11 (Organizational Board), 25	March 3, 24
December 16	April 7, 28
<i>December 9 (Tentative Board Meeting Date)</i>	May 12, 26
	June 9, 16
	<i>June 23 (Tentative Board Meeting Date)</i>

**Financial Implications:**

There are currently no known financial implications.

**Strategic Directions:**

**Collaborating with Students, Families & Communities**

*We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.*



## GOVERNANCE COMMITTEE REPORT

May 14, 2024

### Trustee Professional Development Sessions 2024-2025

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Heather Miller, Officer of Trustee Services

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#### Recommendation:

That the Trustee Professional Development Sessions 2024-2025 be recommended for approval.

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#### Background:

The Board of Trustees engaged in learning sessions throughout the 2024-25 school year on topics such as Human Rights and Equity, Indigenous Education, Community Engagement, Good Governance Practices and Privacy and Records Management.

The Board of Trustee Self-Assessment completed and presented to the Governance Committee in January of this year, identified additional topics for future Trustee learning sessions.

#### Status:

Staff have reflected on the schedule of professional learning sessions for Trustees this past school year, using feedback received from Trustees about the schedule in order to propose the following learning topics throughout the next school year.

Staff propose two 2-hour Learning Sessions and five 50-minute Information Sessions for next year. All Trustees are encouraged to attend each session in person to fully engage in the learning with their colleagues. In extenuating circumstances, virtual participation will be available for a Trustee who requires an accommodation that prevents them from attending in person.

Two Learning Sessions (2 hours):

- Human Rights and Equity Fundamentals
- Indigenous Education

Five Information Sessions (50-minutes)

- Media Training: Live to Air

- Get to Know the Work of the Departments at HWDSB: Program & Specialized Services
- Motions: A Practical Application of When to Use Which One (Governance)
- Human Rights and Early Intervention (Policy-related)

*\*There may be times when topics need to be added to the schedule out of urgency.*

Additional learning opportunities are available through the Ontario Public School Boards' Association (OPSBA). Trustees can engage in self-paced learning on topics highlighted throughout the *Good Governance Guide*, during annual conferences such as the Public Education Symposium (PES), the Labour Relations Symposium and webinars hosted on OPSBA's YouTube channel.

### **Financial Implications:**

There are no financial implications at this time as the topics identified will be completed by board staff. However, there may be times when an external facilitator is required. In those cases, the cost must fall within and be covered by the funding allocation provided by the Ministry of Education through School Board Administration Fund (SBAF).

### **Strategic Directions:**

#### **Upholding Human Rights, Safety & Well-Being**

*We will support all students and staff to feel safe and secure in our classrooms and school communities.*

#### **Collaborating with Students, Families & Communities**

*We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.*

#### **Reinforcing Indigenous Educational Wellness & Reconciliation**

*We will honour our commitment to Truth and Reconciliation by nurturing respectful and reciprocal relationships among Indigenous Peoples and Treaty Partners, and by cultivating intergenerational healing and wellness in a restorative education system.*



## GOVERNANCE COMMITTEE REPORT

May 14, 2024

### Board of Trustees Self-Assessment – Follow Up & Implementation

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Heather Miller, Officer of Trustee Services

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#### Recommendation:

That the report be received.

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#### Background:

The [Board of Trustees Self-Assessment results](#) report was provided to the Governance committee at the meeting in January. In March, the committee discussed further the [areas of opportunities](#) with staff and provided suggestions for staff to explore for implementation.

#### Status:

Staff provide the following update regarding the proposed implementation of the suggestions discussed at the March Governance meeting:

##### Developing the relationship between the Trustees and Labour Unions

The committee had noted for staff that a few years ago, Trustees had the opportunity to meet with union leaders (and in some cases the union executives) to get to know each other and highlight the work and challenges that unions were experiencing.

- Staff will work with the Chair of the Board to prepare a communication to go to all Union Presidents to seek their interest in a collaborative meeting with Trustees (date to be determined for Fall 2024).

##### Developing the relationship between Trustees and Executive Council

The committee requested that staff look for opportunities for Trustees and Executive Council to continue to build an understanding of the formal roles of both Trustees and Executive Council and how the two groups might seek more opportunities for collaboration.

- Staff propose including “Get to Know the ... Department” sessions for Trustees prior to Board meetings which will highlight the work and/or function of departments and the

support they provide to staff and students across HWDSB. Get to Know the ... Department sessions may include for example a “Get to Know the Program Department”, or a “Get to Know the Specialized Services Department”.

- The goal is for Trustees to have a better understanding of the department’s functions which may support with decision-making by the Board of Trustees.
- With support from the Director and Associate Director of Learning, Superintendents of Schools are working with their school Trustees to find ways to connect throughout the year to provide and receive updates related to each of their schools and their individual goals as they relate to the Multi-Year Strategic Plan (MYSP) and Board Improvement Plan (BIP).

#### Student Voice and Opportunities for invitation into schools, engaging with students

Trustees on the Governance Committee expressed interest in participating in school events such as ceremonies, celebrations, and events planned by School Councils or students, as well as opportunities where students may wish to learn more about the role of school board Trustees and governance. Some Trustees have already been invited to schools to participate in student-led activities such as podcasts or as a guest-judge for school speeches.

- Staff note that the Trustee Newsletter continues to be used as an engagement tool with the school community.
- With Support from the Director, School Superintendents have noted for Principals that when planning events at the school, if there are opportunities for Trustee involvement, they are asked to invite the Trustee to participate.
- Trustees are also encouraged to participate in annual events initiated by OPSBA such as “Take your MPP to School Day” where the local Trustee and MPP, along with the school Superintendent, have an opportunity to visit a school and connect with the school community.

#### Annual Trustee Committee Workplans – How to Communicate Future Agenda Items With All Trustees

The committee members requested that staff look for ways to highlight the committee workplan not only to committee members but also to all Trustees on a regular basis. The committee expressed that the current practice where lead staff who support the Trustee committee met with the Trustee committee Chair to review the committee workplan does not provide an opportunity in advance for a non-committee member to schedule attendance at a committee meeting when a topic they would like to learn more about or participate in the committee meeting discussion comes forward.

- Staff have started this process, most recently with the Program Committee and the Policy Committee – an update on the remaining committee workplan topics was shared

with committee members which will also be included in the committee report presented at a future Board meeting.

- Staff propose that beginning in the fall, each Trustee Special Committee will receive an update on the committee workplan three times throughout the academic year
  - first meeting following the start of school (Fall)
  - first meeting following Winter Break (Winter)
  - first meeting following Spring Break (Spring)
- It is noted that committee workplans are subject to change through discussion with the Committee Chair and lead Staff supporting the committee in order to accommodate urgent matters that require immediate action/discussion or to address workload issues throughout the year. When this happens, every effort will be made to communicate changes to the workplan outside of the these noted times above to all Trustees.

### **Financial Implications:**

There are no known financial implications at this time.

### **Strategic Directions:**

#### **Collaborating with Students, Families & Communities**

*We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.*