



EDUCATION, POLICY AND OPERATIONS COMMITTEE MEETING MINUTES – MAY 1, 2024

PUBLIC MEETING

Roll call:

Trustees:	Staff:
J. Brown G. Elliott B. Godkin (Vice-Chair) R. Hutcheon (Chair) T. Lloyd K. Maracle K. McGregor J. Morning J. Neill S. Ruttan (virtual) E. Eckloff (Student Trustee) A. O'Keefe (Student Trustee) A. Wang (Student Trustee) (regrets)	K. Burra, Director of Education A. McDonnell, Superintendent of Education S. Sartor, Associate Superintendent J. Silver, Superintendent of Education C. Young, Superintendent of Business Services M. Crothers, Communications Consultant
Guests:	Recorder:
None at this time.	S. Mitton, Executive Assistant to the Director and Trustee Liaison

Chair Godkin welcomed everyone to the meeting. He provided the Acknowledgement of Territory: "The Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land."

1. Call to Order

Chair Godkin called the meeting to order and called the roll.

2. Adoption of Agenda

MOVED BY: Trustee McGregor that the agenda be approved. Carried.

3. Declaration of Conflict of Interest

There were no conflicts declared.

4. Reports for Information

4.1 Update on the See Yourself in Limestone Student Census 2020 & Administration of the Student Census 2025

Chair Godkin invited Superintendent McDonnell to present her report. She reviewed the timeline for the 2020 Student Census journey which began in 2019 with the consultation phase and establishment of the survey team. She presented a graphic depicting the different stages of the student census and when data was collected and analyzed.

She reminded trustees about the various reports that were presented throughout 2023. Extensive communications with a variety of stakeholders accompanied these reports, alongside internal presentations of the data, and information collected for School administrators, staff, and community partners.

As the end of the 2020 Student Census cycle approaches, Superintendent McDonnell shared a graphic and proposed timeline to Trustees depicting the plans for the upcoming 2025 process. She noted that the organization of the census will be similar to the 2020 census which will be used as a guide with adjustments made as necessary. She noted communications will continue to be a priority throughout the cycle to ensure all Limestone District School Board stakeholders have access to the most up-to-date information.

At this time, the release goal of the student census survey is Fall of 2025. This process will build on the Student Census 2020 data, and process. Data analysis is projected to take place in the Winter of 2025-2026. It is anticipated that communication of the results will likely occur through 2026 and extend into 2027. She highlighted that the Technical Advisory Group will also be active in the process as well.

She reminded Trustees that the focus of the data collected as outlined by the Ministry of Education is on student demographics, belonging, and achievement. In the Fall of 2024, preliminary work will be completed in preparation for the 2025 census administration.

Chair Godkin thanked Superintendent McDonnell and called upon Trustees for questions.

4.2 Limestone District School Board Literacy Update

Chair Godkin invited Associate Superintendent Sartor to the podium to present her report. She began her presentation by identifying the six areas of focus on literacy in the Limestone District School Board:

- Universal Screening
- Implementing the New Curriculum for Grades 1-8
- Literacy Coaches
- Focusing on Writing
- Empower Program Expansion
- Building Community Connections

Associate Superintendent Sartor shared examples of events, professional development sessions and student voice from programming which support the work of these focus areas. She concluded by sharing a path forward which highlights the road ahead:

- Improving literacy learning and achievement for every student.
- Improving student well-being/sense of belonging, engagement in class time and time focused learning.
- Improving graduation rates and preparedness for future success for all groups of students.
- Improving responsiveness and service to families, staff, and community partners.

Chair Godkin thanked Associate Superintendent Sartor and called upon Trustees for question.

5. Reports for Action

5.1 Provincial Directors' Performance Appraisal

Director Burra introduced his report on the Ministry mandated Directors' Performance Appraisal process which was released earlier this year in March 2024. The purpose of bringing this report to Trustees is to provide an overview of the process and highlight key dates and timelines for the review.

This process will occur on an annual basis with a full 360 review being administered in alternate years. The province has released provincial criteria for the assessment, but Director Burra noted that there is an opportunity to add additional local criteria that Trustees would like to see in the appraisal.

He shared that there are eight different steps that align with information outlined in the report included in the agenda package. The key dates of the Director Performance Cycle are as follows:

1. **May 15:** Appoint DPA Committee
2. **July 13:** Develop Performance Plan
3. **August 15:** Notice of Performance Plan
4. **January 11-31:** Mid-year Feedback & Review
5. **April 30:** Bi-annual Feedback
6. **June 30:** Draft Performance Appraisal Report
7. **July 31:** Review Draft Performance Appraisal Report
8. **August 15:** Final Performance Appraisal Report

He reviewed the recommendations with Trustees.

Chair Godkin called upon Trustees for discussion and questions relating to each of the recommendations presented. The following motions were brought forward:

MOVED BY Trustee Elliott that Trustees adopt the recommended changes to LDSB Procedural Bylaws for Section VI Committees. Carried.

MOVED BY Trustee Neill that Trustees adopt the recommended changes to Policy 11 to comply with O. Reg. 83/24 as reflected in Appendix B with an amendment to section 5.6.3 Membership, bullet point three... that indicates a minimum of one to a maximum of five. Additional changes have been made to Policy 11 for housekeeping purposes to ensure alignment and correct placement in the policy. Carried.

MOVED BY Trustee McGregor that Trustees select three to seven members of the Board to serve on the Director's Review Committee as required under O. Reg. 83/24 to comply with the May 15 deadline, and as outlined in the amendments made to the LDSB Procedural Bylaws and Policy 11. Carried.

Chair Godkin called for nominations for the Director's Review Committee. The following Trustees were selected for the committee: Garrett Elliott, Tiffany Lloyd, Karen McGregor, and Kelly Maracle. They will join the chair and vice-chair for the process.

6. **Unfinished Business**

None at this time.

7. **New Business**

None at this time.

8. **Correspondence**

None at this time.

9. **Next Meeting Date**

June 5, 2024

10. **Adjournment**

Moved by Trustee McGregor that the meeting adjourn. Carried.

The meeting adjourned at 7:11 p.m.