

**COMMITTEE OF THE WHOLE MEETING OF THE BOARD
AGENDA**

DATE: Tuesday, November 13, 2012
LOCATION: McMurray Room – Bracebridge and Muskoka Lakes Secondary School
VIDEO CONFERENCE: Board Room – Corporate Office, Lindsay Education Centre
 VC Room – Haliburton County Education Centre
TIME: 6:30 p.m. or following the in-camera meeting

1 CALL TO ORDER

2 DECLARATION OF POSSIBLE CONFLICT OF INTEREST

3 DELEGATIONS/PRESENTATIONS

4 APPROVAL OF THE AGENDA/ADDITIONS

5 ACTION ITEMS:

5.1 ADMINISTRATIVE REPORTS:

- 5.1.a 2012-2013 Program Enhancement Projects Report ----- L. Hope (tbd.)
- 5.1.b OP-6514 School Year Calendar Policy ----- A. Gillespie (pgs.3-4)
- 5.1.c OP-6515 School Year Calendar Procedure ----- A. Gillespie (pgs.5-8)
- 5.1.d BD-2007 District School Council/Parent Involvement Committee Policy
----- L. Hope (pgs.9-10)
- 5.1.e BD-2008 District School Council / Parent Involvement Committee Procedure
----- L. Hope (pgs.11-16)
- 5.1.f BU-2022 Copyright Use Policy ----- B. Kaye (pgs.17-18)
- 5.1.g BU-2023 Copyright Use Procedure ----- B. Kaye (pgs.19-22)

5.2 TRUSTEE REPORTS:

6 INFORMATION ITEMS (VERBAL)

6.1 ADMINISTRATIVE REPORTS: (verbal)

- 6.1.a Administrative Update ----- L. Hope
- 6.1.b System Update ----- C. Shedden

6.2 TRUSTEE REPORTS (verbal):

6.2.a Student Trustee Report----- H. Ready

6.2.b OPSBA Report----- T. Armstrong

7 CORRESPONDENCE

8 PUBLIC QUESTIONS AND COMMENTS

9 NEXT MEETING

DATE: Tuesday, November 27, 2012
LOCATION: Board Room – Corporate Office, Lindsay Education Centre
TIME: 6:30 p.m.

10 ADJOURNMENT



ADMINISTRATIVE REPORT

DATE: October 30, 2012

TO: Trustees

SUBJECT: Preparation of School Year Calendar(s)
Policy OP-6514

ORIGIN: Andrea Gillespie, Superintendent of Elementary School
Improvement and Operations

REFERENCE: Committee of the Whole – November 13, 2012

PURPOSE: To provide Trustees with information pertaining to the preparation of the School Year Calendar.

CONTEXT: Policy OP-6514 Preparation of School Year Calendar(s) is due for review and revision in 2013.

CONTENT: A meeting was held on October 23rd to review and revise the Preparation of School Year Calendar(s) policy. The committee consisted of: Trustee Judith Hayes; TLETL President Steven Colliver; OSSTFD15 President Peter Carroll; Elementary Principal Joan Harpell; Secondary Vice-principal Ric Christie; Human Resources Manager Earl Manners; and Andrea Gillespie, Superintendent of Elementary School Improvement and Operations. Electronic input was requested from those who could not attend.

ACTION: Recommendation that the Preparation of the School Year Calendar(s) Policy OP-6514 be approved.



BOARD POLICY	
Approval Date April 2008 2013	Replacing All previous policies
Review Date 2013 2018	Page 1 of 1
Contact Person/Department Superintendent of Student SuccessElementary School Improvement and Operations	Identification OP-6514

PREPARATION OF SCHOOL YEAR CALENDAR(S)

Trillium Lakelands District School Board must prepare **school year calendars** annually, in accordance with the Education Act and Regulation 304 **and submit to the Ministry of Education on or before May 1st of each year or by March 1st in the case of a modified school year calendar.**, a School Year Calendar(s).

~~The board will prepare, adopt and submit the draft calendar(s) to the Ministry of Education on or before May 1st of each year.~~

~~If Trillium Lakelands District School Board wishes to draft a modified school year calendar, the board will submit the proposed school year calendar to the Ministry of Education and Training for approval on or before March 1st of the preceding school year as required by regulation.~~

ADMINISTRATIVE REPORT

DATE: October 30, 2012

TO: Trustees

SUBJECT: Preparation of School Year Calendar(s)
Procedure OP-6515

ORIGIN: Andrea Gillespie, Superintendent of Elementary School
Improvement and Operations

REFERENCE: Committee of the Whole - November 13, 2012

PURPOSE: To provide Trustees with information pertaining to the preparation of the School Year Calendar.

CONTEXT: Procedure OP-6515 Preparation of School Year Calendar(s) is due for review and revision in 2013.

CONTENT: A meeting was held on October 23rd to review and revise the Preparation of School Year Calendar(s) procedure. The committee consisted of: Trustee Judith Hayes; TLETL President Steven Colliver; OSSTFD15 President Peter Carroll; Elementary Principal Joan Harpell; Secondary Vice-principal Ric Christie; Human Resources Manager Earl Manners; and Andrea Gillespie, Superintendent of Elementary School Improvement and Operations. Electronic input was requested from those who could not attend.



ADMINISTRATIVE PROCEDURE	
Approval Date April-2008 2013	Replacing All previous policies
Review Date April-2013 2018	Page 1 of 2
Contact Person/Department Superintendent of Student Success Elementary School Improvement and Operations	Identification OP - 6515

PREPARATION OF SCHOOL YEAR CALENDAR(S)

1.0 PURPOSE

Trillium Lakelands District School Board must prepare a school year calendar **in accordance with the Education Act and Regulation 304 and submit to the Ministry of Education on or before May 1st of each year or by March 1st in the case of modified calendars.** ~~each year to be submitted to the Ministry of Education for approval.~~

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Education Act - Regulation 304
- 2.2 Collective Agreements with local bargaining groups

3.0 TERMS AND DEFINITIONS

3.1 MODIFIED SCHOOL YEAR CALENDAR

A modified school year calendar is a calendar that is different from the requirements in section 2 of the regulation.

3.2 REGULAR SCHOOL YEAR CALENDAR

A regular year calendar meets the requirements in section 2 of the regulation.

4.0 PROCEDURE

- 4.1 The board** ~~Trillium Lakelands District School Board must prepare,~~ **adopts and submits a school year calendar** ~~School Year Calendar(s) to the Ministry of Education on or before May 1st of each year, in accordance with the Education Act and Regulation 304.~~

~~Where a board wishes to adopt a "modified" school year calendar, the board shall submit the proposed school year calendar to the Ministry of Education and Training for approval on or before March 1st of the~~

preceding school year. The date for submitting a regular year calendar is May 1st.

4.2 Timelines for preparation

4.2.1 November - December

- i) The Superintendent's office prepares draft calendars in consultation with Senior Administration;**
- ii) A Calendar Committee is formed consisting of representatives from Principals, CUPE, ETFO, OSSTF, Middle Management, Trustees, Transportation Dept. and Senior Administration;**
- iii) The draft calendars are distributed to the Calendar Committee for consultation;**
- iv) Co-terminous boards are contacted to exchange information regarding draft calendars;**
- v) The Superintendent meets with the Calendar Committee to receive feedback. Suggestions are discussed and considered.**

4.2.2 January

- i) The proposed calendars are shared with stakeholders inviting comments and suggestions (TLDSB website, staff conferences, school newsletters, school councils, community partners, chambers of commerce, co-terminous boards, teacher federations and unions).**
- ii) Comments and suggestions are shared with the Calendar Committee and adjustments made if feasible.**

4.2.3 February

- i) Proposed calendars are submitted to Board for approval at the February Board meetings, both the Committee of the Whole and Board meeting.**
- ii) Board approved calendars are submitted to the Ministry of Education for approval:
 - a) by March 1st for Modified calendars**
 - b) by May 1st for Regular calendars****

4.2.4 May

- i) Confirmation from Ministry is received indicating approval or required changes.**
- ii) The system is notified by distributing electronic calendars.**

4.2.5 June - August

- i) Calendars are printed and distributed to schools, staff, parents and community agencies.**

Timelines for preparation and submission:

- | | |
|--------------------------------|--|
| Late November | <ul style="list-style-type: none">▪ Following the guidelines of Regulation 304, the Superintendent responsible prepares draft calendars for the upcoming school year.▪ Draft calendars are then distributed to principals, school councils through the Principals, teachers' federations, C.U.P.E. and O.S.S.T.F. - P.S.S.P. as well as coterminous school boards for consultation. |
| Late January | <ul style="list-style-type: none">▪ The Superintendent meets with a consultation committee composed of representatives of the above organizations plus a trustee representative to receive feedback on the draft of the proposed school calendar(s). Calendars are revised accordingly and redistributed to stakeholders. |
| February | <ul style="list-style-type: none">▪ Calendars are submitted to Board for approval at the February Board meetings, both the Committee of the Whole and regular Board meeting. |
| Late February
March – April | <ul style="list-style-type: none">▪ Board approved calendars are submitted to the Ministry of Education and Training for approval➤ Modified calendars must be submitted by March 1st➤ Regular calendars must be submitted by May 1st.
Where the Board is submitting a regular year calendar for approval, the timelines described above can be delayed by one month. |
| April – May | <ul style="list-style-type: none">▪ Confirmation from the Ministry of Education and Training regarding approval or required changes is received. |
| May | <ul style="list-style-type: none">▪ Once Ministry approval is received, the system is notified with copies of the approved calendar. |
| June – October | <ul style="list-style-type: none">▪ Calendars are printed and available to schools/board personnel/parents/other agencies |

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: November 7, 2012

TO: Trustees

SUBJECT: District School Council / Parent Involvement Committee Policy – BD-2007

ORIGIN: Larry Hope, Director of Education

REFERENCE: Committee of the Whole – November 13, 2012

PURPOSE: To present the District School Council / Parent Involvement Committee Policy BD-2007 to trustees for approval.

CONTEXT: Policy BD-2007 - District School Council / Parent Involvement Committee is due for review and revision in 2012.

CONTENT: A meeting was held on October 10th to review and revise District School Council / Parent Involvement Committee policy. The committee included: Trustee John Byrne; and the three area District School Council Chairs.

ACTION: Recommendation that the District School Council / Parent Involvement Committee Policy BD-2007 be approved.



BOARD POLICY	
Approval Date 2008 2012	DRAFT
Review Date 2012 2017	Page 1 of 1
Contact Person/Department Director of Education	Identification BD-2007

District School Council / Parent Involvement Committee

Trillium Lakelands District School Board believes that Parents play a vital role in the development and education of their children and in the success of Trillium Lakelands District School Board schools.

The primary purpose of the District School Council / Parent Involvement Committee is **to** help schools, through school councils, to implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging.

This Committee will also provide the opportunity for parents to have a voice that will be taken into account at the Board level.

District School Council / Parent Involvement Committee will focus on supporting schools in the planning and implementation of strategies to involve parents at the school and the District level.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: November 7, 2012

TO: Trustees

SUBJECT: District School Council / Parent Involvement Committee Procedure – BD-2008

ORIGIN: Larry Hope, Director of Education

REFERENCE: Committee of the Whole – November 13, 2012

PURPOSE: To present the District School Council / Parent Involvement Committee Procedure BD-2008 to trustees.

CONTEXT: Procedure BD-2008 - District School Council / Parent Involvement Committee is due for review and revision in 2012.

CONTENT: A meeting was held on October 10th to review and revise District School Council / Parent Involvement Committee procedure. The committee included: Trustee John Byrne; and the three area District School Council Chairs.



ADMINISTRATIVE PROCEDURE	
Approval Date 2008 2012	DRAFT
Review Date 2012 2017	Page 1 of 45
Contact Person/Department Director of Education	Identification BD-2008

District School Council / Parent Involvement Committee

1.0 PURPOSE

Trillium Lakelands District School Board believes that Parents play a vital role in the development and education of their children and in the success of Trillium Lakelands District School Board schools.

The primary purpose of the District School Council / Parent Involvement Committee is to help schools, through School Councils, to implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging.

This Committee will also provide the opportunity for parents to have a voice that will be taken into account at the Board level.

District School Council / Parent Involvement Committee will focus on supporting schools in the planning and implementation of strategies to involve parents at the school and the District level.

2.0 REFERENCES / RELATED DOCUMENTS

2.1 Education Act – Ontario Reg. 612/00

2.2 Ontario Parent Involvement Policy “Developing Partners in Education”
December 1, 2005

2.3 TLDSB School Councils Procedure OP-6016

2.4 “Building Parent Engagement” – Council of Ontario Directors of Education

2.5 “Making a Difference; A Practical Handbook for Parent Involvement Committee Members,” 2012 – Ontario Ministry of Education
<http://www.edu.gov.on.ca/eng/teachers/HandbookPIC.pdf>

3.0 DEFINITIONS

- 3.1 PARENT INVOLVEMENT – includes a wide range of activities from good parenting, helping with homework, attending school functions and events, serving on School Councils or provincial/local committees, communicating with and meeting with teachers, and volunteering in the classroom or on school trips.
- 3.2 MEETING – a regularly scheduled meeting of the District School Council/ Parent Involvement Committee
- 3.3 PARENT - includes a guardian as defined in Section 1 of the Education Act.
- 3.4 SCHOOL COUNCIL CHAIRPERSON – the individual selected, through election or acclamation, in accordance with TLDSB Board Procedure OP-6016 to be Chairperson of the School Council in each school;
- 3.5 PARENT MEMBER – a member of the School Council who is elected to the council in accordance with TLDSB Board Procedure OP-6016;
- 3.6 REGIONS OF THE BOARD – TLDSB is made up of three distinct regions including City of Kawartha Lakes, the County of Haliburton, and the District of Muskoka.

4.0 PROCEDURE

4.1 COMPOSITION OF THE COMMITTEE:

- 4.1.1 All TLDSB School Council Chairpersons or designates;
- 4.1.2 One Trustee representative from each region of the Board – all trustees are to be invited to attend meetings;
- 4.1.3 One Principal representative from each region of the Board – all principals are to be invited to attend meetings;
- 4.1.4 The Director of Education or designate;
- 4.1.5 The Manager of the Director's Office.

4.2 LEADERSHIP OF THE COMMITTEE:

- 4.2.1 The Committee shall be jointly chaired by 3 Regional Chairpersons, one from each of City of Kawartha Lakes, County of Haliburton, and District of Muskoka.

4.3 APPOINTMENT OF REGIONAL CHAIRPERSONS:

- 4.3.1 A communication towards the end of the school year will be sent to all School Council chairpersons within Trillium Lakelands DSB inviting those who are interested in being a Regional Chairperson to send a written expression of interest to the attention of the Director of Education;
- 4.3.2 The Director will appoint one person to the position of Regional Chairperson from each area of the Board (City of Kawartha Lakes, County of Haliburton, District of Muskoka) for the subsequent school year.

4.4 ROLE OF REGIONAL CHAIRPERSONS:

- 4.4.1 The Regional Chairpersons will form a sub-committee of the District School Council/Parent Involvement Committee;
- 4.4.2 This subcommittee will plan a minimum of ~~3~~**4** meetings per year of the full committee;
- 4.4.3 Each Regional Chairperson will chair a minimum of one District School Council/Parent Involvement Committee meeting per year;
- 4.4.4 The subcommittee of Regional Chairpersons will provide advice, assistance and support to the Director's Office in areas and activities related to parent involvement at the District level (e.g. parent conferences, speaker series, etc.)

4.5 RESPONSIBILITIES OF THE DISTRICT SCHOOL COUNCIL / PARENT INVOLVEMENT COMMITTEE:

Members of the Committee shall:

- 4.5.1 Focus primarily on helping schools, through School Councils, to implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging;
- 4.5.2 Seek out the advice and ideas of School Councils as well as other parents and partners, in planning and implementing strategies to involve more parents at the regional or district level;
- 4.5.3 Approve expenditures for activities funded by parent involvement allocations from the Ministry of Education;
- 4.5.4 Provide an annual report to the Board on parental involvement within the school board including a summary of involvement at each school;
- 4.5.5 Establish and maintain a protocol on information input and dissemination to parents and School Council;
- 4.5.6 Provide other supports to School Councils as deemed appropriate and relevant by the committee.

4.6 MEETINGS

- 4.6.1 The District School Council / Parent Involvement Committee will meet a minimum of ~~three~~**four** times per school year, ~~preferably once during each school term (fall, winter, spring);~~
- 4.6.2 ~~At least three~~**All** meetings will be held by video conference with the host sites in Muskoka, Haliburton and Lindsay. ~~The remaining meeting(s) may be held regionally without video conference access;~~

- 4.6.3 Each Regional Chairperson shall assume the role of Chair of the meeting once per year from his/her host site;
- 4.6.4 School Council Chairs may provide input to the District School Council / Parent Involvement Committee meeting agendas through their regional chairperson at least ~~one week~~ **two weeks** prior to the meeting;
- 4.6.5 Agenda shall be distributed electronically one week prior to the DSC/PIC meeting;**
- 4.6.56 Meetings shall be open to public;
- 4.6.67 Minutes of each meeting will be recorded by the Manager of the Director's Office or designate and distributed to School Council Chairs **and school board trustees**;
- 4.6.78 Whenever possible, decisions shall be reached through consensus. If it is necessary to call a vote, the voting delegates shall be chairpersons of School Councils or their designate(s) only.

4.7 REMUNERATION

- 4.7.1 Members of the District School Council / Parent Involvement Committee shall not receive any remuneration for serving as a member or officer of the District School Council / Parent Involvement Committee.
- 4.7.2 The Board may reimburse members of the District School Council/ Parent Involvement Committee for expenses incurred as a direct request by the Board to participate in activities beyond the Board's jurisdiction.

4.8 COMMUNICATION, RECORD KEEPING AND REPORTING

- 4.8.1 After each District School Council / Parent Involvement Committee meeting, a trustee member will report to the Board of Trustees;
- 4.8.2 Minutes of meetings will be kept as per 4.6.5 **and 4.6.6**;
- 4.8.3 Minutes of meetings will be distributed by email to all District School Council / Parent Involvement Committee members and principals **and school board trustees**;
- 4.8.4 Regional and District activities planned by the District School Council / Parent Involvement Committee will be communicated to schools and School Councils by the Communications Officer through a variety of means (e.g. website, email);
- 4.8.5 An annual report to the Board **of trustees** on parental involvement within TLDSB, including a summary of involvement at each school, will be developed by the Committee by September 30;

- 4.8.6 The annual report will be presented by the Regional Chairpersons at the first District School Council / Parent Involvement Committee meeting of the next school year (usually in the fall);
- 4.8.7 A copy of the annual report will be given to each school and posted on the School Council section of the Board website;
- 4.8.8 Reports required by the Ministry of Education will be prepared by the Director's Office with the input of the Committee as appropriate, and submitted as per required timelines.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: November 13, 2012
TO: Trustees
SUBJECT: Copyright Use Policy BU-2022
ORIGIN: Bob Kaye, Superintendent of Business
REFERENCE: Committee of the Whole Board Meeting – November 13, 2012

PURPOSE: To present the new Copyright Use Policy BU-2022 to trustees.

CONTEXT: As part of the new regulations regarding the use of copyright protected work without permission of the copyright owner or the payment of copyright royalties, it was determined that a new Copyright Use Policy was required.

CONTENT: The policy was reviewed by trustee Karen Round, Director's Council as well as secondary and elementary principals. It is intended to reflect the Fair Dealing Guidelines created by the Council of Education Ministers of Canada. It is worded in order to comply with the provision in the Copyright Act which permits the use of copyright protected work without permission of the copyright owner or the payment of copyright royalties.

ACTION: Recommendation that the new Copyright Use Policy BU-2022 be approved.



BOARD POLICY	
Approval Date 2012	Replacing NEW
Review Date 2017	Page 1 of 1
Contact Person/Department Superintendent of Business	Identification BU - 2022

COPYRIGHT USE

Trillium Lakelands District School Board recognizes that there are many instances in the academic environment where the need to reproduce and communicate excerpts from a copyright protected work is necessary for the purpose of education, review or study. As such, in order to comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium, the Board will communicate the Fair Dealing Guidelines to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school board in accordance with the *Copyright Modernization Act*.

DRAFT

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE:	November 13, 2012
TO:	Trustees
SUBJECT:	Copyright Use Procedure BU-2023
ORIGIN:	Bob Kaye, Superintendent of Business
REFERENCE:	Committee of the Whole Board Meeting – November 13, 2012

PURPOSE:	To present the new Copyright Use Procedure BU-2023 to trustees.
CONTEXT:	As part of the new regulations regarding the use of copyright protected work without permission of the copyright owner or the payment of copyright royalties, it was determined that a new Copyright Use Procedure was required.
CONTENT:	The procedure was reviewed by trustee Karen Round, Director's Council as well as secondary and elementary principals. It is intended to reflect the Fair Dealing Guidelines created by the Council of Education Ministers of Canada. It is worded in order to comply with the provision in the Copyright Act which permits the use of copyright protected work without permission of the copyright owner or the payment of copyright royalties.



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2012	<i>Replacing</i> NEW
<i>Review Date</i> 2017	<i>Page</i> 1 of 3
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU-2023

COPYRIGHT USE

1.0 PURPOSE

Trillium Lakelands District School Board recognizes that there are many instances in the academic environment where the need to reproduce and communicate excerpts from a copyright protected work is necessary for the purpose of education, review or study. As such, in order to comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium, the Board will communicate the Fair Dealing Guidelines to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school board in accordance with the *Copyright Modernization Act*.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 *Copyright Modernization Act*
- 2.2 Fair Dealing Guidelines

3.0 DEFINITIONS

Fair Dealing - The fair dealing provision in the Copyright Act permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the "dealing" must be for a purpose stated in the Copyright Act: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.

The second test is that the dealing must be "fair." In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and post-secondary educational institutions.

