



REPORT

Proposed Program and Planning Committee

- i. *Notice of Motion to amend Procedural Bylaws, section 7.1(b) Committees to include "Program and Planning Committee"*
- ii. *Notice of Motion to amend Procedural Bylaws, Appendix G, to*
 - *include the following new section, "Program and Planning Committee",*
 - *describe this committee's mandate "The Program and Planning Committee champions continuous improvement in student achievement and well-being by receiving high-level overviews of provincial curriculum changes and system program updates; making recommendations to the Board on long-term facility planning, including school accommodation and the establishment and realignment of school boundaries, to provide for a continuum of education programming; and reviewing progress in fulfilling the Board's Strategic Plan priorities, through updates on the Annual Operational Plan.*
 - *denote the Meeting Dates as "3-4 times a school year" and the Number of Trustees as "4".*
 - *remove all references to the year "2022".*

Rainy River District School Board Administrative Report

Proposed Program and Planning Committee

Date: November 7, 2023
To: Rainy River District School Board of Trustees
From: Heather Campbell, Director of Education
Recommendations: *To provide Notices of Motion to amend Procedural Bylaws, section 7.1(b) Committees to include “Program and Planning Committee”, and*

- To provide Notice of Motion to amend Procedural Bylaws, Appendix G, to*
- *include the following new section, “Program and Planning Committee”,*
 - *describe this committee’s mandate “The Program and Planning Committee champions continuous improvement in student achievement and well-being by receiving high-level overviews of provincial curriculum changes and system program updates; making recommendations to the Board on long-term facility planning, including school accommodation and the establishment and realignment of school boundaries, to provide for a continuum of education programming; and reviewing progress in fulfilling the Board’s Strategic Plan priorities, through updates on the Annual Operational Plan.*
 - *denote the Meeting Dates as “3-4 times a school year” and the Number of Trustees as “4”.*
 - *Remove all references to the year “2022”.*

STRATEGIC DIRECTION

The Board of Trustees is responsible for promoting student achievement and student well-being. Boards of education look to deliver effective appropriate education programs to students, with the day-to-day instruction, assessment, and student programming being the responsibility of staff through the Director of Education. A high-level and ongoing focus on student achievement and well-being, therefore, is a key responsibility of all trustees as members of a school board.

RATIONALE

At the April 2023 regular Board meeting, a notice of motion was put forward, looking to form an ad hoc committee focused on student achievement. Deliberation on the motion was deferred to the November 2023 regular Board meeting.

This report looks to the formation of an RRDSB standing committee focused on student achievement and well-being.

BACKGROUND

The royal assent of the *Better Schools and Student Outcomes Act, 2023* signaled the importance of Board Improvement Planning, now referred to as the Student Achievement Plan, as a key component of our schools and system’s work to achieve the priorities within the Rainy River District School Board of Trustee’s Multi-Year Strategic Plan.

November 7, 2023

Based on the information gathered from other school boards, the review of our current standing committees' mandates and Board and committee agendas and minutes, alongside the *Better Schools and Student Outcomes Act*, I propose that the Board of Trustees update its procedural bylaws to form another standing committee, a Program and Planning Committee.

The proposed standing committee's mandate would provide trustees with more opportunity to be informed about changes in education, both at the provincial and system level. At present, the Annual Operational Plan updates that occur in September, January/February, and June are part of the Director of Education's system workplan and a key point of reference for the director of education appraisal process. Moving these reports to a standing committee would provide more time for questioning and discussion.

Also, the movement of the Master Facility Plan, which serves as a capital planning guide for administration, to this proposed new standing committee now aligns the Master Facility Plan with programming. In the past, the Master Facility Plan has only been presented to the Board of Trustees for review and approval, with student accommodation recommendations stemming from the Finance Committee. In moving the Master Facility Plan, the Board of Trustees would be aligning decisions around student accommodation with the viability and sustainability of student programming, as what truly drives student accommodation is our ability to provide programs to support enhanced student achievement.

Next Steps

The development of terms of reference is not necessary for a standing committee, as the Board of Trustees' procedural bylaws apply. Adding another standing committee to the Board's present list of committees requires the next steps:

1. Notice of Motion for the change to the Procedural Bylaws in 7.1 b) Committees of the Board, to add the Program and Planning Committee.
2. Notice of Motion for change to Appendix G, Committee Preferences, to include Program and Planning Committee, with the following description, meeting frequency, and number of trustees.

Mandate:

The Program and Planning Committee champions continuous improvement in student achievement and well-being by:

- Receiving high-level overviews of provincial curriculum changes and system program updates that impact the school system,
- Making recommendations to the Board on long-term facility planning, including school accommodation and the establishment and realignment of school boundaries, to provide for a continuum of education programming,
- Reviewing progress in fulfilling the Board's Strategic Plan priorities, with updates on the Annual Operational Plan (which encompasses key focuses within the Student Achievement Plan) being now presented to this Committee.

Composition/Number of Trustees - 4 trustees

Frequency/Number of Meetings - 3-4 times per year

The suggestion of 3-4 meetings per year is based on other boards' practices and the balance between preparation for the meeting versus administration's time supporting schools.

November 7, 2023

As per the Board’s Procedural Bylaws, section 7.1 b) can be amended at any regular or special meeting of the Board by a two-thirds vote with notice of motion outlining the specific proposed amendment(s), and Appendix G can be amended by a majority vote with notice.

The report is respectfully presented to the Board of Trustees with the following recommendations:

- ***To provide Notice of Motion to amend Procedural Bylaws, section 7.1(b) Committees to include “Program and Planning Committee”, and***
- ***To provide Notice of Motion to amend Procedural Bylaws, Appendix G, to***
 - ***include the following new section, “Program and Planning Committee”,***
 - ***describe this committee’s mandate “The Program and Planning Committee champions continuous improvement in student achievement and well-being by receiving high-level overviews of provincial curriculum changes and system program updates; making recommendations to the Board on long-term facility planning, including school accommodation and the establishment and realignment of school boundaries, to provide for a continuum of education programming; and reviewing progress in fulfilling the Board’s Strategic Plan priorities, through updates on the Annual Operational Plan.***
 - ***denote the Meeting Dates as “3-4 times a school year” and the Number of Trustees as “4”.***

In updating the Board’s Procedural Bylaw Appendix G, it should be noted that all references to the year “2022” should be removed as this form is used annually.

ROUTING

Board of Trustees	October 31, 2023
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