



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Board (Public)
Report No. 24-113

29 October 2024

Board Work Plan 2024-2025

Key Contact: Jesse Mark, Executive Officer, 596-8211 ext. 8607

PURPOSE:

1. To present the Board Work Plan for the 2024-2025 school year for approval.

STRATEGIC LINKS:

2. The Board Work Plan (see Appendix A) is an integral accountability and management tool to support trustees in their work to implement the 2023-2027 Strategic Plan and to ensure the Board fulfills its broader fiduciary and governance mandates.

CONTEXT:

3. The District's policy [P.130.GOV Evaluation Process for the Board of Trustees](#) requires that the Board conduct an annual reflection to assess its progress, determine opportunities for growth and establish key areas of focus based on the strategic plan and feedback from trustees.

Regarding fiduciary responsibilities, section 169.1 of The *Education Act* clearly outlines the roles and responsibilities of trustees. It states that the Board shall:

- promote student achievement and well-being;
- promote a positive school climate;
- promote the prevention of bullying;
- ensure effective stewardship of the board's resources;
- deliver effective and appropriate education programs to its pupils;
- develop and maintain policies and organizational structures that promote the board's goals;
- monitor and evaluate the effectiveness of policies developed by the board;
- develop a multi-year plan aimed at achieving the board's goals;
- review annually the multi-year plan with the board's director of education;
- and,
- monitor and evaluate the performance of the board's director of education.

The Board is also accountable for its fiscal and operational performance and for the academic achievement of students and the well-being of students and staff. The Board is responsible for effectively communicating the Board's performance

to parents/guardians/caregivers and the community – both where the Board is succeeding, and where the Board is struggling to meet expectations, and what steps are being taken to improve outcomes.

The Annual Board Self-Evaluation session, held on 05 September and 16 September 2024, provided an opportunity for Board members, with the assistance of a facilitator, to reflect on their work and performance over the last year, and consider areas of focus, and emerging priorities for the upcoming year.

During the facilitated discussion, members reviewed successes and challenges experienced over the last year. Generally, the feedback reflected the importance of open communication, building trust and respect for differing opinions, engaging all members of the community and transparency in decision-making.

As part of the self-evaluation, the Board reflected on accomplishments over the last year, including:

- development of an elementary program review framework;
- development of an Employee Wellness Strategy, a Mental Health Strategy and a School Safety Action Plan;
- renewal of the Indigenous, Equity and Human Rights Roadmap;
- approval of a budget aligned with strategic priorities and responsive to financial pressures; and,
- several policies reviewed and revised.

KEY CONSIDERATIONS:

4. This year's Work Plan has been developed to mirror the three pillars in the 2023-2027 Strategic Plan: Learning, Well-Being, and Social Responsibility. The Work Plan also includes functions and activities connected to the Board's broader fiduciary and governance mandates.

The Board's professional development is also incorporated into the Work Plan. Professional development is important for trustees both individually and collectively. The Board will continue its learning on subjects that align with the Strategic Plan and help further their knowledge and skills as fiduciaries. The schedule for this year's professional development includes:

- Effective and Productive Meeting Practices (September);
- Understanding Research and Data for Elementary Program Review (September 2024);
- Parameters for a Board Work Plan (October 2024);
- Human Rights (November);
- Change Management (January); and
- Board/Senior Staff Retreat (February).

Once approved, the Board Work Plan will be added as an item to the Board agenda to ensure trustees and the public have an opportunity to review and provide feedback on progress.

While the Work Plan includes target dates for many items, the Board generally understands that these targets are to be used as guidance and not as firm deadlines. The target dates help the Board to ensure its workload is appropriately distributed across the school year. Where necessary, target dates will be amended to reflect the changing realities and priorities for the Board as the school year unfolds. Likewise, unforeseen circumstances or unexpected developments may cause certain aspects of the Work Plan to become either redundant or untenable.

RESOURCE IMPLICATIONS:

5. The Work Plan's emphasis on monitoring will have resource implications for the District. Staff time and the District's financial resources are required to prepare reports, to present those reports, to facilitate information-sharing, to facilitate learning for trustees, and to support corresponding meetings on these matters.

Additionally, the Board has proposed an ambitious professional development plan. While the Board recognizes the crucial importance of professional development, it also recognizes the significant financial implications of externally-supported learning. As such, where possible, efforts will be taken to facilitate learning and professional development using existing resources of the District, including through the expertise of the District's senior leadership and management teams.

COMMUNICATION/CONSULTATION ISSUES:

6. The Work Plan development was informed by trustees' formal and informal interactions with members of the OCDSB community, including students, families, staff, and other community members.

RECOMMENDATION:

THAT the 2024-2025 Board Work Plan as outlined in Appendix A to Report 24-113 be approved.

Jesse Mark
Executive Officer, Corporate
Services

Pino Buffone
Director of Education
and Secretary of the
Board

APPENDICES

Appendix A – Board Work Plan for 2024-2025