

Trustee Recognitions

Procedure Number:	2034a
Procedure Owner:	Director's Services
Effective Date:	26 April 2022
Amendment Dates:	5 September 2023
EIE Review Date:	7 April 2020
Resources:	

Trustee recognition programs, as outlined in the Trustee Recognition Policy, are administered through the Director's Office.

These programs generally are carried out through a number of established protocols. The purpose of this procedure is to outline key responsibilities and considerations.

1. 25 Years of Service

Employees having reached the milestone of 25 years of permanent employment with the board are recognized annually in the fall.

Administration of the program is through the Trustees' Office.

Generally, employees are recognized through a 25-year pin, certificate, and a letter from the Chair of the Board.

2. Employee Retirements

Employees having retired in the previous school year are recognized annually each fall.

Administration of the program is through the Trustees' Office.

3. Exceptional Employee and Volunteer Service – Award of Distinction

The annual Award of Distinction program is intended to recognize the exceptional contributions of TVDSB employees and volunteers.

The Award of Distinction program is administered through the Trustees' Office in collaboration with the designated Superintendent of Achievement.

The Award of Distinction program is a nomination-based process. Invitations to submit a nomination package are sent out through the system each January.

Nomination packages are reviewed by an Award of Distinction committee consisting of one appointed Trustee, the designated Superintendent of Student Achievement, and employee group representatives.

Award recipients and nominees are recognized in the spring of each year. This may include an event, communication on the board website and various social media, and special recognition at a Board meeting.

4. Significant Enrichment of Student Success and Well-Being – Certificate of Appreciation

Staff memos outlining the process for awarding “You Have Impact” certificates of achievement (Appendix-1) are emailed in the Fall and Spring, each school year to schools, the Education Centre, and Leathorne by the Executive Assistant to the Trustees. The certificates are distributed through the Chair’s Office.

The cost of these certificates is supported through the Trustee budget.

Supervisors are encouraged to use these certificates to recognize individuals for an initiative or activity that results in significant enrichment of the education or well-being of students.

Or

Demonstrates three or more of the following criteria on an ongoing basis:

- Exceptional innovation in the workplace and or school/classroom.
- Commitment to excellence in the workplace and or school/classroom.
- Establish a culture of belonging, inclusion, and respect for families, students, and staff.
- An exceptional commitment to embracing new directions, strategies, and board initiatives.
- Exceptional contributions beyond the workplace and or school/classroom.
- Exceptional contributions to workplace and or school/classroom climate.
- Demonstrating exceptional leadership (not formally assigned).
- Exceptional commitment to the safety and well-being of others.

No Supervisor may deploy more than two certificates per academic year.

5. Submission for Certificate Appreciation

The Supervisor will complete and submit the submission form (Appendix-2) for the “You Have Impact” certificate to the Chair’s Office at boardchair@tvdsb.ca When the application is verified, the certificate will be sent to the Supervisor to present to the recipient.



Thames Valley
District School Board

YOU HAVE IMPACT

A SPECIAL THANK YOU!



I recognize the great things you do for students each day to improve student achievement and student well-being. Thank you for exemplifying our strategic priorities.

To: _____ From: _____

This initiative was inspired by the 2018-2022 Board of Trustees.

Chair of the Board

Support Student Achievement

LEARNING

We value students' individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs.

Focusing on the strengths of students allows them to experience personal growth and well-being, while reaching their full potential. Specifically, we aim to have high expectations to narrow student achievement gaps, increase graduation rates, and improve student outcomes.

Create Safe Spaces for All

BELONGING

To support student achievement, our schools and workplaces must be safe spaces for all.

We prioritize the physical, emotional, and mental health and well-being of students and staff. We create working and learning environments that give students and staff a greater sense of connection, safety, and well-being. This includes affirming the identities and abilities of all students and staff.

Become the Best Place to Learn, Work, and Grow

LEADING

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence.

We are committed to open communication, engagement, trust, mutual respect, and shared responsibilities. This will empower our staff to excel and focus on our primary mission of centering student achievement and well-being.

Work Together with Communities

COLLABORATING

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent.

We will increase collaborative dialogue and work together with families, staff, and communities to support students, their achievement and well-being.



Thames Valley
District School Board

YOU HAVE IMPACT

CERTIFICATE

Name of Recipient

Name of Supervisor

School/Location



YOU HAVE IMPACT SUBMISSION FORM

* Email the completed form in [word](#) formatting to the Chair of the Board: boardchair@tvdsb.ca

*Certificates are processed and distributed monthly

Name of Recipient	
Name of Supervisor / Nominator*	
School / Location	

**This is the name that will appear on the "From" line of the certificate*

Please provide a summary describing how this individual has positively influenced the education and/or well-being of TVDSB students and staff **

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***This summary will be provided to the recipient.*