

Toronto District School Board

Operational Procedure PR589

Title: **VETTING EXTERNAL PRESENTATIONS**
Adopted: July 2, 2008
Effected: July 2, 2008
Revised: June 17, 2014; November 30, 2021; **August 19, 2024**
Reviewed: June 17, 2014; November 30, 2021; **August 19, 2024**
Authorization: Executive Council

1. RATIONALE

The Vetting External Presentations Procedure (the “Procedure”) establishes a system-wide approach for engaging external guest speakers by TDSB.

The Procedure is aligned with TDSB’s Parent and Caregiver Engagement Policy (P023), Communications Policy (P104), and supports implementation of the Ministry of Education’s memorandum of May 13, 2024, *Strengthening Academic Achievement and Transparency*, outlining communication and advance notice requirements for guest speaker engagements.

2. OBJECTIVE

- To outline the process and requirements regarding the selection, engagement, and notification of external speakers by the TDSB.

3. DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

School-Based Event refers to an event that:

- involves a third-party speaker or group (e.g., guest speakers, live performances);
- organized by a school, a department, a teacher or other staff member, school council, or a student group; and,

- that involves all students or staff in a school or in multiple classes.

System-wide Event refers to events and/or presentations that will include external speakers and involve multiple schools and/or multiple departments (e.g., all staff professional development session, annual Community Advisory Committee conferences, etc.).

TDSB is the Toronto District School Board, which is also referred to as the “Board”.

Vetting Committee is a staff committee established for review and assessment of an external speaker proposal.

4. RESPONSIBILITY

Associate Director, Organizational Transformation, Accountability and Legal

5. APPLICATION AND SCOPE

This Procedure applies to all TDSB students, employees (including school and central department staff) and TDSB affiliated community groups (including School Councils and Community Advisory Committees) that host external speakers.

This Procedure does not apply to external speakers engaged to speak to TDSB staff (business/operations units) regarding topics that are purely technical and operational in nature.

6. PROCEDURE

6.1. General Expectations and Requirements

- 6.1.1. The TDSB encourages speakers from various backgrounds and lived experiences to share diverse and inclusive information and resources.
- 6.1.2. Proposed external speaker engagements will be assessed against criteria established by the Board, including but not limited to their appropriateness for the intended audience, curriculum or operational expectations, as well as consistency with equity, anti-racism, anti-oppression and human rights perspectives.
- 6.1.3. Schools and departments seeking an external speaker(s) on Indigenous-related matters should first consult with staff at the Urban Indigenous Education Centre who will vet the proposed speaker and/or propose pre-approved speakers.

- 6.1.4. In accordance with the Ministry of Education’s memorandum dated May 13, 2024, all TDSB schools are required to provide specific information to parents/guardians/caregivers whenever external speakers or groups are invited to speak to students in kindergarten to Grade 12 at school-based events. The notice must be provided at least 14 calendar days in advance of the presentation date through existing communication tools. Schools are expected to use the Notice of Guest Speaker template in Appendix A: Notice of Guest Speaker. Methods of notice (i.e., email, handout sent home with students, posting on website, etc.) may vary depending on the size and scope of the event.
- 6.1.5. If, at any time, there is a change to a planned event or should arrangements at the school level not allow for 14 calendar days’ advance notice (i.e., change in speakers, limited planning time), the school will be required to provide this information to parents/guardians/caregivers as soon as final arrangements are confirmed.

6.2. Vetting and Approval Process

The following process, including recommended minimum timelines, (see Appendix B: Process and Recommended Timelines Infographic) will be used to engage an external speaker at a TDSB event (including staff only, and school-based events involving students):

- 6.2.1. Staff/student group/department seeking to retain an external speaker (“Proposer”) will conduct research and identify a proposed speaker and topic.
- 6.2.2. The Proposer will fill out a Proposal Package (see Appendix C: Proposal Package).
- 6.2.3. The Proposer will send the completed Proposal Package to the relevant Vetting Committee, at least two months prior to the event, for assessment and approval.
- 6.2.4. Vetting Committees
- 6.2.5. Vetting Committees will vary in composition depending on the audience as indicated in the table below. Each Vetting Committee must have at least three (3) members. Membership and term of membership (e.g., each school year, every two years, permanent) will be determined by staff identified in the “Designated by” column.

Speaking Engagement Audience	Membership (minimum three (3) members)	Designated by
Class	School staff	Principal
School-wide	School staff plus a Principal from another school within the same Family of Schools	Principal
Instructional Innovation & Equitable Outcomes Learning Transformation and Equity	May consist of Executive Superintendent, Superintendent, and/or Equity Superintendent or Centrally Assigned Principal of Equity	Associate Director
Indigenous Education & Caring and Safe Schools	May consist of Executive Officer/SOE, Unit Manager, and/or System Superintendent	Executive Superintendent
Organizational Transformation and Accountability, Modernization and Strategic Resource Alignment, Communications and Public Affairs, Governance and Board Services	May consist of Executive Officer, Unit Manager, and/or System Superintendent	Associate Director

- 6.2.6. After the Vetting Committee completes its review, the Proposal Package will be returned to the Proposer who will forward it to the relevant “Approver” listed below for review and approval.
- 6.2.7. If the Approver authorizes the proposed external speaker engagement, the Approver will sign the approval form included within the Proposal Package and will forward it to the Proposer and to the individual to whom the Approver reports, as set out below:

Approval and Notification Process Chart

Type of Event (Proposer)	Approver	Notified of Approval of Event
Classroom speaker (staff/student)	Principal	Superintendent
School-wide speaker (staff/student)	Principal	Superintendent
Family of Schools (Principal)	Superintendent	Executive Superintendent
Learning Centre (Superintendent)	Executive Superintendent	Associate Director
Central Business and Academic Operations (staff)	Senior Manager	Executive Officer/SOE
Central Business and Academic Operations (staff)	Executive Officer/SOE	Associate Director
System-Wide Event (staff/student)	Executive Council	Director of Education

6.2.8. If the Proposal Package is not approved, the Proposer may speak with the Approver to determine why the proposal was not approved and identify potential ways to modify the proposal for reconsideration.

6.2.9. If the Proposal Package is approved, the Proposer will submit a Guest Speaker Agreement to TDSB Legal Services for review. The legal agreement template is available through the Legal Services website. Please plan well in advance in order to allow time for all required review and approvals.

6.3. Exemptions

6.3.1. If an external speaker is engaged for a single presentation to central department staff, the following departments and offices are exempt from the vetting and approval process as outlined in section 6.2:

- Centre of Excellence for Black Student Achievement
- Educational and Business Partnerships
- Governance and Board Services
- Legal Services
- Parent and Community Engagement Office
- Urban Indigenous Education Centre

The exempt departments and offices must adhere to their respective processes, to research all proposed speakers and to obtain approval from the designated staff who oversees the department.

6.3.2. Notwithstanding 6.3.1., if any of the exempt groups are proposing a system-wide event, they must adhere to their respective vetting and approval processes and also obtain the approval of their respective Associate Director/Executive Council.

6.4. Speaking Event Evaluation

6.4.1. The TDSB strongly encourages Proposers to seek feedback from participants about the speaker and the speaker's presentation. This information will be valuable in assessing whether the speaker achieved the objectives of the presentation and TDSB's expectations. Feedback should be collected, collated and reported to the Approver on an aggregate basis using the Speaker Evaluation Form (see Appendix D: Speaker Evaluation Form).

7. EVALUATION

The Procedure will be reviewed as required, but at a minimum every five (5) years.

8. APPENDICES

- Appendix A: Notice of Guest Speaker (Form 589A)
- Appendix B: Process and Recommended Timelines Infographic
- Appendix C: Proposal Package (Form 589B)
- Appendix D: Speaker Evaluation Form (Form 589C)

9. REFERENCE DOCUMENTS

- Communications Policy (P104)
- Parent and Caregiver Engagement Policy (P023)
- Ministry of Education's Memorandum, Strengthening Academic Achievement and Transparency, May 13, 2024

Notice of Guest Speaker

To:

From:

Date:

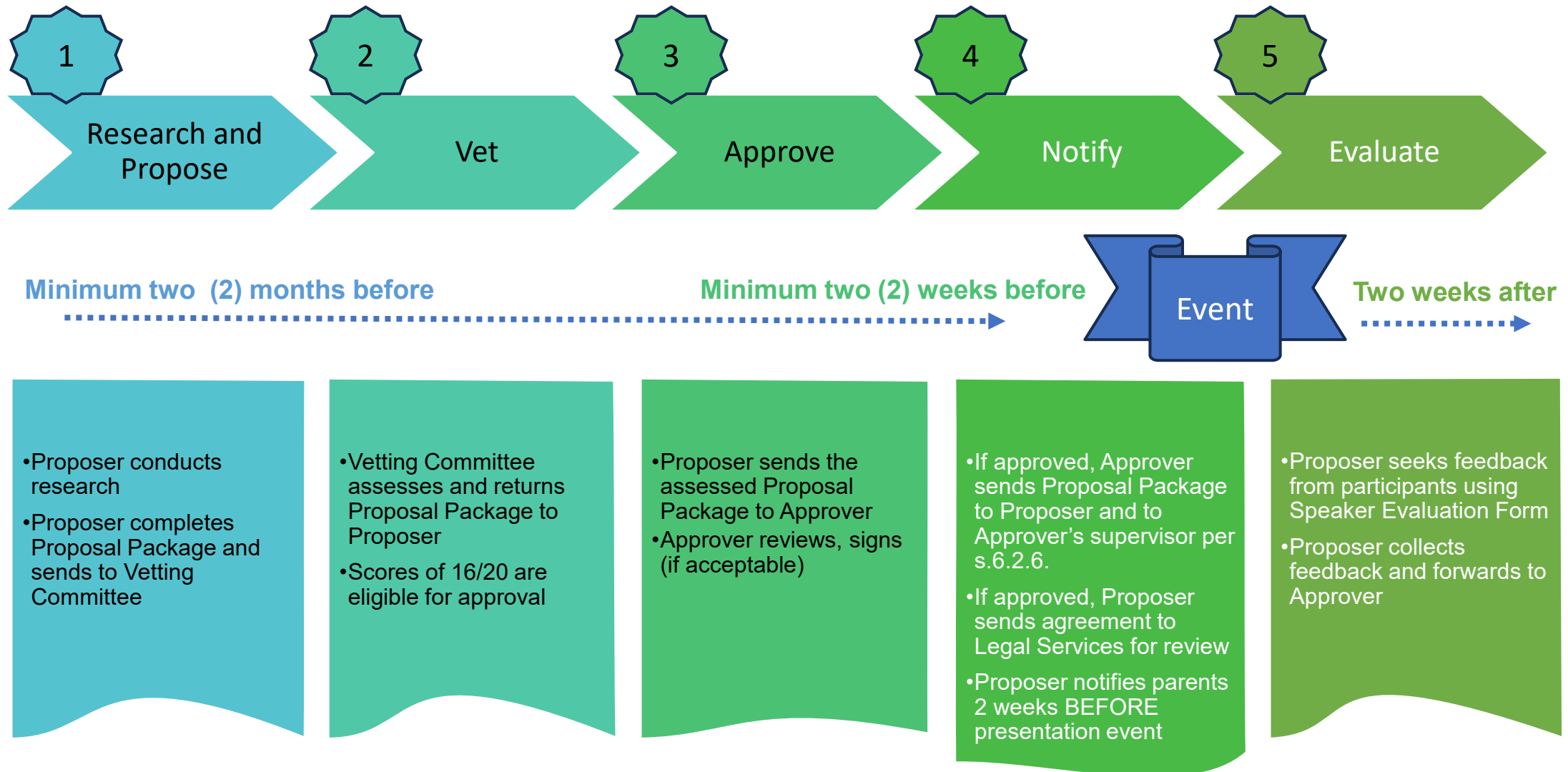
Information to be shared:

- *Date and time of the activity.*
- *Name(s) of the guest speaker(s) and the organization they represent, if any;*
- *Title and location of the activity, together with the names of the presenters or performers.*
- *Topic or focus of the activity.*
- *Connections to the curriculum and/or the purpose of the activity; and*
- *Details of any handout materials, giveaways, or literature that will be provided.*

* School boards are permitted to exclude certain information (such as date and time of activity) where the school board determines that posting this information would pose a safety risk to students and/or staff.

VETTING EXTERNAL PRESENTATIONS

Process and Recommended Timelines



Proposal Package

(To be completed by Proposer, and submitted to Vetting Committee two months before proposed event)

To:

From:

Date:

Proposal (please fill out each section below in detail):

1. Name of Speaker(s)
2. Purpose, Overview & Deliverables
3. Anticipated learning outcomes (for classes and schools, please identify connection to curriculum; for system/central - alignment with MYSP, learning and growth)
4. Date(s)
5. Duration of Event (in hours)
6. Audience (anticipated composition and size)
7. Fees (if more than \$10,000 and speaker is not a pre-approved vendor, please attach an approved Sole/Single Source Form)

Please check:

Budget holder has confirmed the school/unit's budget will cover the proposed fees (required)

Blank Approval Form is attached (required)

Signed Sole/Single Source form is attached (if applicable)

Attach proposed contract/agreement (if available) and ensure the contract/ agreement is sent to Legal Services for review and approval before retaining the external speaker

Approval Form
(To be completed by Vetting Committee)

Criteria	1 - Needs Improvement, no evidence provided 2 - Satisfactory, little evidence provided 3 - Good, sufficient evidence provided 4 - Excellent - extensive evidence provided	Score - 1 to 4 points
1. Alignment with goals and priorities of TDSB MYSP and connection to course curriculum (for schools	Supports equity priority or at least one of these MYSP priorities: <ul style="list-style-type: none"> • Commit to the implementation of the Truth and Reconciliation Commission of Canada: Calls to Action. • Belong - All students belong, are engaged, and valued in an inclusive environment. • Achieve - All students reach high levels of achievement, success, and personal development. • Thrive - All students graduate with the confidence, skills, and knowledge to thrive. • Revitalize - All students and staff learn and work in inclusive, safe, and modern environments 	
2. Consistent with our related Human Rights and Equity policies and procedures	<ul style="list-style-type: none"> • Avoids all forms of intimidation, harassment, or discrimination • Does not use materials or symbols which promote prejudice or incite hatred • Aligns with Selection and Approval of Learning Resources Procedure (PR531) Willing to listen to and engage in open conversations with audience on opposing views/perspectives 	
3. Human, facility, and financial value	<ul style="list-style-type: none"> • Conforms to the educational goals of TDSB and the school • Represents responsible allocation of human and financial resources to support optimal student learning, based on the principles of equity and excellence 	

Criteria	1 - Needs Improvement, no evidence provided 2 - Satisfactory, little evidence provided 3 - Good, sufficient evidence provided 4 - Excellent - extensive evidence provided	Score - 1 to 4 points
4. Anticipated outcomes	<ul style="list-style-type: none"> • Speaker's past engagements inside or outside of TDSB have been reviewed and no concerns have been identified • Speaker's published materials (if any) have been reviewed and confirmed to align with TDSB's vision, MYSP, equity and human rights policies • Presentation is age and/or grade appropriate (appropriate for audience) • Speaker & presentation fosters a supportive, respectful and caring environment 	
5. Educational value	Presentation will: <ul style="list-style-type: none"> • connect to and will enhance curriculum expectations • promote or improve student learning opportunities • support staff capacity building and performance • support the understanding that diverse groups have of each other 	
Total Score	Add scores. If the total score is at least 16/20, Proposal is eligible for approval. Send to Approver for review and signature.	 /20

External Speaker Vetting Committee:

Vetting Committee Members Present:

Date:

Approved by Approver:

Signature:

Date:

Print Name and Title:

Executive Council Approval:

Approved

Rejected

N/A

Date:

Important Instructions

Approver: please send copies of the signed form to the Proposer and to the person to whom the Approver reports (**see section 6.2.6 Approval and Notification Process Chart**).

Proposer: please provide signed Proposal Package and Approval Form and the speaker's proposed contract/agreement/terms of engagement for review and approval by Legal Services (**required**) before retaining the Speaker.

Speaker Evaluation Form

Thank you for helping us to improve the value of our presentations. Please fill out the survey below and return it as directed.

Speaker's Name: _____

School/Unit/Group Receiving Presentation: _____

Date of Speaking Engagement: _____

Name of Person Completing Evaluation: _____

What learning/educational value did you receive from this session? (check one)

Very Low Low Average High Very High

	5 (Outstanding)	4 (Great)	3 (Good)	2 (Poor)	1 (Very Poor)
Speaker Delivery: <ul style="list-style-type: none"> <i>Was the speaker engaging enough?</i> <i>Did the speaker start and end on time?</i> 					
Content: Was the presentation: <ul style="list-style-type: none"> <i>supportive of the curriculum expectations?</i> <i>anti-racist?</i> <i>affirming of diverse identities?</i> <i>relevant to supporting culturally relevant practices?</i> <i>suitable for the audience?</i> <i>relevant to the topic?</i> <i>easy to follow?</i> 					

<p>Q&A:</p> <ul style="list-style-type: none"> • Was the presentation interactive and engaging? • Was there enough time? • Were the answers informative? 					
<p>Visual Aids:</p> <ul style="list-style-type: none"> • Were there enough visual aids? • Were the visual aids: <ul style="list-style-type: none"> ○ well used (readable)? ○ relevant to supporting or enhancing the presentation? 					

What is the best idea you heard in this session that you plan to use?

What will you do (or do differently) because of this presentation?

What did you like best about the presentation?

What will you tell others about this presentation?

What else would you like to share?

Note: Submit an analysis of the feedback received to the Approver.