

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**CHAIRPERSONS' COMMITTEE MEETING MINUTES**

Wednesday, March 29, 2023, at 6:00 p.m.  
Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, ON

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**ATTENDANCE**

Present: Trustees Steve Russell (Committee Chairperson/Chairperson of the Board) and Cathy Abraham (Resource Committee Chairperson).

Trustee Jaine Klassen Jeninga (Vice-chairperson of the Board), and Diane Lloyd (Past Chairperson of the Board) attended via Webex.

Regrets: Trustee Rose Kitney (Program Review Committee Chairperson).

Also Present: Trustee Kathleen Flynn, Rita Russo, Director of Education; and Jenn Juszczynski, Executive Assistant to the Director.

Trustees Terry Brown, Cyndi Dickson and Angela Lloyd attended via Webex.

**CALL TO ORDER AND ADOPTION OF THE AGENDA**

The Chairperson called the meeting to order at 6:00 p.m.

It was,

Moved by: Trustee Flynn  
Seconded by: Trustee D. Lloyd

**That the agenda be adopted as printed.**

**CARRIED**

**DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

**ADOPTION OF MINUTES**

**Wednesday, January 18, 2023 Chairpersons' Committee Meeting**

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

**That the minutes from the Wednesday, January 18, 2023 Chairpersons' Committee Meeting be approved as recorded.**

**CARRIED**

## DIRECTOR'S UPDATE

Nil.

## DECISION REPORTS

### Review of Board Policy B-2.1, Board and Committee Meetings

Director Russo spoke to the report, noting at the October 17, 2022 Chairpersons' Committee meeting, a report requesting that Board Policy B-2.1, Board and Committee Meetings, be revised to reflect provisions contained in Ontario Regulation 463/94, Electronic Meetings and Meeting Attendance was presented to the committee. Upon review and discussion, the committee recommended that the policy be returned to senior administration for a fulsome review.

Director Russo guided the committee through a review of revisions reflecting specific modifications within the policy including updated formatting, language changes to match current practices and the recommendations that made by the Chairpersons' Committee at its January meeting. Drawing attention to Page 3, R. Russo highlighted the addition of a legal statement that will speak to the recommendation to rescind the Policy BA-1.6, Legal Matters.

Questions of clarification were asked by committee members and responded to by Director Russo.

It was,

Moved by: Trustee D. Lloyd  
Seconded by: Trustee Klassen Jeninga

**That Board Policy B-2.1, Board and Committee Meetings, be approved as revised.**

**CARRIED**

### Review of Board Policies B-1.6, Legal Matters, B-2.2, Annual Meetings and Committees of the Board, B-4.1, Association Membership and B-7.4 Advocacy

R. Russo stated Board Policy B-1.1, Board Operation and Policy Framework states that policies are to be reviewed on a five-year cycle. In accordance with the Policy Review Schedule, Board Policies B-1.6, Legal Matters (Appendix A), B-4.1 Association Membership (Appendix B) and B-7.4, Advocacy (Appendix C) have been reviewed. Board Policy B-2.2, Annual Meetings and Committees of the Board (Appendix D) has also been reviewed.

Director Russo noted that each policy has been reviewed using the framework established in May 2022 that asks the questions:

- is the policy relevant?
- does the policy contain detail that is best included in an administrative regulation?
- can it be consolidated with another policy or administrative regulation?
- is there duplication and should it be rescinded?

Using this framework it was determined that B-1.6, Legal Matters be rescinded and incorporated in B-2.1, Board and Committee Meetings. B-4.1, Association Membership can be rescinded and incorporated in B.2.2, Annual Meeting and Committees of the Board. Policy B-7.4, Advocacy is deeply rooted practice and can be rescinded.

Following a brief discussion and questions of clarification, committee members made recommendations for further edits. Within Board Policy B-2.2, Annual Meetings and Committees of the Board, items 6.3.2 and 6.3.3 will be aligned with the Annual Meeting of the Board with the Director and Delegate Member and Alternate Director and Delegate Member to OPSBA being assigned at the same time trustees are assigned to committees during the Striking Committee meeting each year.

An in-depth conversation took place regarding Ontario Public School Boards' Association (OPSBA) membership during which time it was noted that the board cannot participate in central bargaining without the membership. Director Russo noted that at the last Board meeting the elections for Director and Delegate Member and Alternate Director and Delegate Member representatives were approved and named. This appointment, in current practice, is effective immediately from March to March each year. Following a conversation, a determination was made that at the Annual Meeting of the Board the Director and Delegate Member and Alternate Director and Delegate member to OPSBA be selected for a term reflective of all other committee terms.

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

**That Board Policy B-1.6, Legal Matters, be rescinded.**

**CARRIED**

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

**That Board Policy B-4.1, Association Membership, be rescinded.**

**CARRIED**

It was,

Moved by: Trustee Klassen Jeninga  
Seconded by: Trustee Abraham

**That Board Policy B-7.4, Advocacy, be rescinded.**

**CARRIED**

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

**That Board Policy B-2.2, Annual Meetings and Committees of the Board, be approved as revised.**

**CARRIED**

### CORRESPONDENCE

Committee Chairperson S. Russell noted the correspondence received from the Council of the Municipality of Clarington was referred by the Board to the Chairpersons' Committee. During discussion, a request was made to have a letter sent to the Council of the Municipality of Clarington thanking them for the support of a new build in Clarington for the Clarke High School family of schools. It was further discussed and decided that a letter be sent to Minister Lecce and Member of Provincial Parliament (MPP) Piccini supporting the Council's resolution and thanking them for attending Clarke High School and The Pines Senior Public School.

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee D. Lloyd

**That the Board send a letter to the Council of the Municipality of Clarington thanking them for the support through Resolution #C-053-23 of a new school build in the Clarke High School region of Clarington, and that a letter be sent to Minister Lecce and Member of Provincial Parliament (MPP) Piccini supporting the Council's resolution and thanking him for attending at Clarke High School and The Pines Senior Public School.**

**CARRIED**

### DISCUSSION/INFORMATION ITEMS

#### Equity Fund Discussion

Director Russo stated at the January 24, 2023 Board meeting Board Policy B-4.9, Trustee Expenses, along with supporting Administrative Regulation B-4.9.1 were reviewed. During the Board Meeting of January 24, 2023, a Board member requested

an amendment to the Administrative Regulation to include the development of an equity fund. During this discussion questions or concerns consisted of:

- Does the Ministry of Education support this?
- What is the budget impact?
- Where will the funds for this expense come from?
- Will there be a cap placed on this?
- What are the implications?

The Director was requested to provide information on the related legislation, and updates on collected information to the Chairpersons' Committee for a fulsome report and discussion. Director Russo stated a review to ensure alignment with the Broader Public Sector (BPS) Expense Directive, Ontario Public Service (OPS) Expense Directive for travel, meal and hospitality expenses, and the Education Act have been completed as well as obtaining an in-house legal opinion.

Director Russo stated the BPS Expenses Directive which applies to trustees, and sets out the requirements for organizations to establish expense rules when expenses are reimbursed from public funds includes four key principles:

- **Accountability:** Organizations are accountable for public funds used to reimburse travel, meal, hospitality and expenses which are to support business objectives.
- **Transparency:** Organizations are transparent to all stakeholders and rules for expenses are clear, easily understood, and available to the public.
- **Value for Money:** Taxpayer dollars are used prudently and responsibly for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- **Fairness:** Legitimate, authorized expenses incurred during the course of the business of an organization.

While noting the BPS directive does not have an exhaustive list of reimbursements it also does not prohibit Boards from expanding the list of allowable expenses.

The OPS Directive for travel, meal and hospitality expenses is an example of what BPS references. The closest provision for the purpose of this review is outlined under Other Kinds of Expenses and some of these expenses include:

- visas and immunization
- laundry and dry cleaning
- communications
- dependent care

Director Russo noted that these types of expenses must have prior approval and needs to be able to stand up to scrutiny by the public and auditors. Expenses must be documented, fair, equitable and appropriate.

The committee was informed that Board Policy B-4.6, Trustee Expenses is in alignment with 191.2 within the Education Act, authority of school boards to reimburse for travel and other expenses, where it states:

*Education Act*, Other expenses: A board may establish a policy under which a member of the board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.

Director Russo stated during the conversation at the Board meeting, Board members discussed the need to research the establishment of an Equity, Diversity and Inclusion (EDI) Fund. An EDI fund would require a shared understanding of what the fund would mean. EDI is a broad term and overlaps with two sources of law – the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Based on the conversations that were held, if the Board chooses to establish an EDI Fund, significant work to build a shared understanding of what falls under the fund would need to be undertaken.

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee D. Lloyd

**That the meeting be extended (8:16 p.m.).**

**CARRIED**

The example of an expense provided at the last Board meeting was dependent care. The OPS directive includes dependent care as an incidental expense and requires that prior approval be obtained and is outlined as listed below.

Requests for dependent care expenses may be reimbursed under the following circumstances:

- if travel is occasional or unexpected; and
- if you incur expenses above and beyond your usual costs for dependent care as a direct result of travel.

In these situations, you may be reimbursed for your actual costs up to a daily maximum:

- \$75/day/dependent, if you have a caregiver's receipt.
- \$35/day/dependent, if you provide a documented explanation.

Director Russo advised committee members should an EDI Expense Fund be established; it should be included within the ThoughtExchange process as a budget consideration for the 2023-2024 year as the fund will have significant impact on budgets.

Should trustees not wish to create an EDI Fund but to include incidental expenses such as dependent care, Administrative Regulation B-4.9.1, Trustee Expenses, will require modification to outline explicitly this type of expense.

Committee members engaged in an in-depth discussion and asked questions of clarification from Director Russo. Concerns consisted of:

- Where will the budget for this type of expense come from?
- The need for clarification on what type of expense will be covered under this fund.
- Impact to budget?
- Would the impact to trustees' budget be significant?
- If childcare is a barrier for Board members, or a reason why members do not join the Board, it needs to be considered with a maximum amount allotted and would be supported.
- An expense of this nature could be included for conferences or unforeseen events.
- Will there be an oversight committee for pre-approval?

It was,

Moved by: Trustee Flynn  
Seconded by: Trustee Abraham

**That Administrative Regulation B-4.9.1 be amended to include dependent care as an allowable expense as outlined in the Ontario Public Service directive. Where it states you may be reimbursed for your actual costs up to a daily maximum of:**

- **\$75/day/dependent, with a caregiver's receipt.**
- **\$35/day/dependent, with a documented explanation.**

**DEFEATED**

#### Trustee Budget Update

S. Russell, Committee Chairperson, spoke to the report and stated that 49.1% of the budget has been spent thus far and noted that there are still outstanding expense claims that have not yet been received which will slightly impact this amount.

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee D. Lloyd

**That the Trustee's Budget Update Report, dated March 29, 2023, be received for information.**

**CARRIED**

Trustee Expenditures to Date

S. Russell, Committee Chairperson, spoke to the March 29, 2023 Trustee Expenditures to Date Report which was included in the agenda package. It was noted that Trustee Abraham's expenses are covered by OPSBA.

A brief discussion was held regarding the upcoming Annual General Meeting to OPSBA along with the Canadian School Boards' Association conference.

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

**That the Trustee Expenditures to Date: September 1, 2022 – March 21, 2023 Report, dated March 29, 2023, be received for information.**

**CARRIED**

OTHER BUSINESS

Nil.

FUTURE MEETING DATES

Chairperson S. Russell drew attention to the future meeting dates listed on the committee agenda:

- Tuesday, May 16, 2023

IN-CAMERA SESSION

It was,

Moved by: Trustee D. Lloyd  
Seconded by: Trustee Abraham

**That the committee move into in-camera session (9:20 p.m.).**

**CARRIED**

Following discussion of in-camera agenda items, the committee returned to open session to complete unfinished business (9:32 p.m.).



ADJOURNMENT

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee D. Lloyd

**That the meeting be adjourned (9:33 p.m.).**

**CARRIED**

Steve Russell  
Committee Chairperson