

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

CHAIRPERSONS' COMMITTEE MEETING

Wednesday, March 29, 2023 at 6:00 p.m.

Roy H. Wilfong Boardroom
1994 Fisher Drive, Peterborough, ON

OPEN SESSION AGENDA

ITEM 1. **CALL TO ORDER**

ITEM 2. **LAND ACKNOWLEDGEMENT**

ITEM 3 **ADOPTION OF AGENDA**

ITEM 4 **DECLARATIONS OF CONFLICTS OF INTEREST**

ITEM 5 **ADOPTION OF THE MINUTES**

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

ITEM 6 **DIRECTOR'S UPDATE**

ITEM 7. **DECISION REPORTS**

7.1 Review of Board Policy B-2.1, Board and Committee Meetings – **

7.2 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 – **

ITEM 8. **DISCUSSION/INFORMATION ITEMS**

8.1 Equity Fund Discussion – Verbal

8.2 Trustee Budget Update – **

8.3 Trustee Expenditures to Date – **

ITEM 9. **OTHER BUSINESS**

ITEM 10. **FUTURE MEETING DATES**

Tuesday, May 16, 2023

ITEM 11. **IN-CAMERA SESSION**

ITEM 12. **ADJOURNMENT**

Steve Russell
Committee Chairperson

– ** copy attached

Note: If unable to attend, please advise Linda Burton, Executive Liaison to the Trustees, at linda_burton@kprdsb.ca.

SUBJECT TO COMMITTEE APPROVAL

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

DRAFT CHAIRPERSONS' COMMITTEE MEETING MINUTES

Wednesday, January 18, 2023, at 6:00 p.m.
Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, ON

ATTENDANCE

Present: Trustees Steve Russell (Committee Chairperson/Chairperson of the Board), Jaine Klassen Jeninga (Vice-chairperson of the Board), Diane Lloyd (Past Chairperson of the Board), Rose Kitney (Program Review Committee Chairperson) and Cathy Abraham (Resource Committee Chairperson).

Also Present: Trustee Cyndi Dickson; R. Russo, Director of Education; A. Anirud, Human Rights, Equity and Accessibility Commissioner and G. Kidd, Executive Officer, Corporate Affairs; and L. Burton, Executive Liaison to the Trustees.

Trustees Paul Brown and Terry Brown; A. Foster, Superintendent of Business and Corporate Services attended through the Webex platform.

CALL TO ORDER AND ADOPTION OF THE AGENDA

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

LAND ACKNOWLEDGEMENT

S. Russell, Committee Chairperson/Chairperson of the Board respectfully acknowledged that the committee was meeting on the traditional territory of the Mississauga First Nations.

ADOPTION OF THE AGENDA

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Abraham

That the agenda be adopted as printed.

CARRIED

DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

ADOPTION OF MINUTES

Wednesday, October 17, 2022 Chairpersons' Committee Meeting

It was,

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

That the minutes from the Wednesday, October 17, 2022 Chairpersons' Committee Meeting be approved as recorded.

CARRIED

DIRECTOR'S UPDATE

Director Russo welcomed the committee back and wished them a happy new year. She shared that she had visited schools in the past week where she observed active and vibrant classrooms filled with students engaged in learning. Director Russo stated she is pleased to be bringing new board policies for the committee to review.

DECISION REPORTS

Draft Board Policy B-3.4, Accessibility for Persons with Disabilities

Anthony Anirud, Human Rights, Equity and Accessibility Commissioner, provided a slideshow for the committee and stated while Kawartha Pine Ridge District School Board (KPR) has a number of policies that address specific aspects of accessibility and disability accommodation, there isn't a standalone, definitive and comprehensive policy and associated administrative regulation for specifically addressing and removing barriers that exist for persons with disabilities that is compliant with the Accessibility for Ontarians with Disabilities Act (AODA).

The committee heard the rationale for the policy consists of:

- legal compliance; the board can be held liable in its legislated duties and obligations by way of the AODA, and its associated accessibility standards known as the Integrated Accessibility Standards Regulation (IASR),
- official internal process-barrier identification, and
- accessibility and equity; legal application of equity (duty to accommodate) under the Ontario Human Rights Code and compliance with accessibility and addressing standards under the AODA.

The committee was informed that the board has legislated duties and obligations to the communities that it serves by way of the AODA and its associated accessibility standards known as the IASR.

With this policy which addresses how the board removes barriers (a barrier is an obstacle or anything that prevents a person with a disability from fully participating in all aspects of society because of their disability) for individuals with disabilities, the board

moves toward compliance with the AODA and can commence the process of a revised multi-year accessibility plan (MYAP).

A. Anirud shared the many different types of barriers, stating the goal of Draft Board Policy B-3.4, Accessibility for Persons with Disabilities and the associated Administrative Regulation B-3.4.1 Accessibility for Persons with Disabilities, is for KPR to be wholly committed to going beyond compliance in addressing the accessibility standards and to be very intentional in its approach to identifying and removing barriers. Within the board environment, barriers can be visible or invisible and types of barriers include architectural, attitudinal, information and communication, physical, systemic or technological, as displayed in the table below.

Types of Barriers	Definition	Examples of barriers
Architectural/Structural	This barrier may result from the design of the building, shape of rooms, size of doorways, or width of hallways.	<ul style="list-style-type: none">• hallways and doorways that are too narrow for a person using a wheelchair, electric scooter or walker• poor lighting for people with vision loss
Attitudinal/Social	This barrier occurs when bias and stereotypes about persons with disabilities impede their full participation in all aspects of society.	<ul style="list-style-type: none">• thinking that because a person's disability is not visible, they do not have a genuine disability and therefore do not require an accommodation
Information or Communications	This barrier makes it difficult for people to receive or send information.	<ul style="list-style-type: none">• person with vision loss may not be able to read printed materials, read signs, locate landmarks, or see a hazard• person with an intellectual disability may not understand information that is not expressed in plain language
Physical	This barrier refers to objects added to the environment, such as doors, windows, elevators, furniture, bathroom hardware, etc.	<ul style="list-style-type: none">• counters that are too high for a person• doorknobs that are difficult for people with arthritis to grasp

Systemic, Policy or Practice	This barrier can result from an organization's policies, practices and procedures if they restrict persons with disabilities, or the lack of awareness of existing laws and regulations that require programs and activities be accessible to people with disabilities.	<ul style="list-style-type: none">• hiring process that only permits applicants to submit their resume through an online application system; no alternatives to the online application process are provided
Technological	This barrier occurs when technology cannot be modified to support an assistive device.	<ul style="list-style-type: none">• internet website or a webpage that does not support screen-reading software or does not provide alternative text for images

A. Anirud stated the policy mirrors the strategic pillars of the Board's Action Plan:

- Exceling in Learning from an AODA lens involves recognition of the inherent dignity and worth of every learner based on human rights principles by looking at disability from a human rights or social model rather than a bio-medical model.
- Succeeding in Life acknowledges the importance of intentionally confronting embedded attitudes and perceptions about persons with disabilities, in particular, and ableism, in general, that create and perpetuate societal barriers toward succeeding in society beyond formal schooling.
- Enriching Communities reflects the role of human rights in fostering diverse communities based on mutual respect, inclusion and accessibility.

The committee was informed that training will be offered to all senior administration, managers and supervisors, and other board staff to allow an opportunity to discuss expectations and implementation in operational departments. Discussions around this new policy will be added to the agenda of a future principal meeting or shared and discussed at regional superintendency meetings to discuss expectations for staff in school settings.

Committee members had the opportunity to ask questions of clarification and provided a suggestion for amendment to the policy which would include the striking the word 'white' from Item 6 Adaptive or Assistive Devices.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Kitney

That Draft Board Policy B-3.4, Accessibility for Persons with Disabilities, be approved.

The Director was asked to make modifications to the administrative regulation in the section of Service Animals (service dogs) and under the Assistive Devices (white cane being an extension of the blind person).

A. Anirud spoke to the changes requested.

The committee agreed to move the motion with the word white removed.

The motion was **CARRIED**

Review of Board Policy B-7.3, Parental Involvement

Greg Kidd, Executive Officer, Corporate Affairs, stated KPR's Board policies are reviewed every five years to ensure they remain up-to-date, relevant and responsive. As part of the regular review cycle, Board Policy B-7.3, Parental Involvement has been reviewed.

The committee was guided through a review of recommended revisions reflecting updated language for Board Policy B-7.3, Parental Involvement.

A discussion took place and questions of clarification were addressed by G. Kidd.

It was,

Moved by: Trustee Klassen Jeninga
Seconded by: Trustee Kitney

That Board Policy B-7.3, Parental Involvement, be approved as revised.

CARRIED

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

Director Russo noted 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 within Ontario Regulation 463/97, Electronic Meetings and Meeting Attendance, was presented to the committee. Upon review and discussion at the meeting, the committee recommended that the policy be returned to senior administration for a fulsome review. Committee members made specific reference to Items 6.5, Invocation, 6.19 Trustee Additions and 10, Ad Hoc Committees of the Board.

R. Russo stated Board Policy B-2.1, Board and Committee Meetings has been revised to reflect the changes which were discussed along with changes to the wording of 'committee of the whole'. R. Russo noted the policy must be presented in a way that is accessible for all who use it and the current policy wording is sometimes difficult to understand as the terms appear to be redundant or inconsistent with current practice.

An in-depth discussion occurred regarding the use of the wording of 'committee of the whole' along with the date Ad Hoc committees will dissolve for the term.

Following the further in-depth discussion, R. Russo noted she would like to take the policy back to administration, make further revisions based on the conversation which occurred during the meeting, and return the policy to the next Chairpersons' Committee meeting.

It was,

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

That Board Policy B-2.1, Board and Committee Meetings be referred back to administration and be returned to the next Chairpersons' Committee Meeting.

CARRIED

The committee recessed for a break at 7:28 p.m.
The committee reconvened to complete unfinished business at 7:36 p.m.

Draft Board Policies BA-4.9, Expenses and Reimbursements for Trustees and BA-4.10, Expenses and Reimbursements for Employees

Director Russo spoke to Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees, stating this was established on February 25, 1999 and has undergone several revisions throughout the years.

In reviewing Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees with the newly appointed Chairperson of the Board, it became evident that the current policy is challenging to navigate as it includes direction for both employees and trustees in one policy document and a review of this policy was deemed timely.

The establishment of a stand-alone trustee expense policy provides clarity for the unique role of trustees, and promotes financial integrity, accountability, and transparency. The draft policy establishes the parameters for reimbursement of eligible expenses incurred by trustees as they carry out their responsibilities as elected officials.

R. Russo noted in support of the Board Action Plan 2022-2023, two separate draft policies have been developed which foster the system priority to focus on continuous improvement, service excellence and accountability in the organization.

Draft Board Policy BA-4.9, Expenses and Reimbursements for Trustees, was reviewed with the committee along with supporting Draft Administrative Regulation BA-4.9.1, Expenses and Reimbursements for Trustees. Committee members heard that much of what is in the new policy was taken from the previous policy.

Committee members engaged in an in-depth discussion regarding sections within the policy. Committee members reviewed the administrative regulation and offered suggested amendments to the document.

The Chairperson asked for a motion to extend the meeting.

It was,

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

That the meeting be extended.

CARRIED

The committee reviewed Draft Board Policy BA-4.10, Expenses and Reimbursements for Employees and Draft Administrative Regulation BA-4.10.1, Expenses and Reimbursements for Employees.

It was,

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

That Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees be rescinded.

CARRIED

It was,

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

That Draft Board Policy BA-4.9, Expenses and Reimbursements for Trustees be approved.

CARRIED

It was,

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

That Draft Board Policy BA-4.10, Expenses and Reimbursements for Employees be approved.

CARRIED

DISCUSSION/INFORMATION ITEMS

Trustee Budget Update

Committee Chairperson and Chairperson of the Board, S. Russell presented the report which was included within the agenda package. S. Russell noted expenditures were becoming more normalized now that schools are back in-person and professional development opportunities were once again taking place in-person.

It was,

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

That the Trustees' Budget Update Report, dated January 18, 2023, be received for information.

CARRIED

OTHER BUSINESS

Nil.

FUTURE MEETING DATES

Director Russo spoke to suggested changes in the upcoming Chairpersons' Committee meeting dates, noting following the review of policies, it is written that meetings occur in alternating months. This has not been followed in the past and the suggestion to change the April 12 meeting to March 29, 2023 and May 10 meeting to May 16, 2023. This will also allow items to be covered in a timely manner prior to the end of the school year.

IN-CAMERA SESSION

It was,

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

That the committee move into in-camera session (9:09 p.m.).

CARRIED

Following discussion of in-camera agenda items, the committee returned to Open Session.

ADJOURNMENT

It was,

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

That the meeting be adjourned (9:11 p.m.).

CARRIED

Steve Russell
Committee Chairperson

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy B-2.1, Board and Committee Meetings**

INITIATOR: Rita Russo, Director of Education

BACKGROUND

1. 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 463/97, Electronic Meetings and Meeting Attendance, was presented to the committee.
2. Upon review and discussion, the committee recommended that the policy be returned to senior administration for a fulsome review.
3. Committee members made specific reference to Items 6.5, Invocation, 6.19 Trustee Additions and 10, Ad Hoc Committees of the Board.
4. At the January 18, 2023 Chairpersons' Committee meeting, the committee was presented with a revised version of the policy which addressed changes previously requested by the committee. The committee also recommended that the policy be reformatted and revised to ensure it is reflective of current language and practice.

STATUS

5. Board Policy B-2.1, Board and Committee Meetings has been further reviewed and reformatted (Appendix A).

RECOMMENDATION

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

Rita Russo
Director of Education



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Board and Committee Meetings
Section: Board and Community

Policy Code: B-2.1

Established: January 22, 1998

Revised or

Reviewed: September 10, 1998, November 5, 1998, May 27, 1998, November 11, 1999, April 27, 2000, June 14, 2000, April 11, 2001, June 20, 2002, November 25, 2004, November 24, 2005, October 26, 2006, April 26, 2007, April 24, 2008, February 26, 2009, May 27, 2010, April 18, 2013, January 28, 2020, February 22, 2022, DRAFT October 3, 2022, DRAFT October 17, 2022, DRAFT January 18, 2023, DRAFT March 29, 2023

1. POLICY STATEMENT

The Board and Committee Meetings policy was developed in support of the Board of Trustees' legislated duties and obligations under the Education Act section 207 which details the parameters for open and closed meetings whereby boards have flexibility to create their own policies and procedures that ensure orderly, productive meetings.

The policy advances democratic decision-making through fair and respectful dialogue and debate. The Board will ensure that fairness, non-discrimination, anti-oppression, anti-racism, equity, acceptance and inclusion are integrated into Board and Committee practices.

2. OBJECTIVE

This policy establishes how the Board of Trustees will conduct their business through Board and Committee meetings in the fulfillment of their governance and fiduciary responsibilities under the Education Act. It is the policy of the Board that meetings of the Board and its committees shall be open to the public unless provided for in provincial legislation.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Meeting

For the purposes of this policy, Board Meeting or Meeting of the Board indicates a meeting of the Board of Trustees.

Board of Trustees

The elected governance branch of the Board.

Committee of the Board

For the purposes of this policy, committee of the Board or Board committee indicates a duly recognized committee of the Board of Trustees where the membership of the committee is made up of trustees and/or non-trustees as set forth in Board Policy B-2.2, Annual Meetings and Committees of the Board.

Designate

A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairperson or Director, as appropriate.

Ex Officio

A member of a committee by virtue of holding the position of Chairperson or Vice-chairperson of the Board. An ex officio member is not a regular member but has the same voting rights and privileges as any other member of a committee, except those committees where membership is established by legislation, regulation or contract.

In-camera

A meeting or a portion of a meeting of the Board or a committee which is closed to the public pursuant to section 207(2) of the Education Act.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Quorum

The minimum number of members necessary to conduct a meeting, which represents a simple majority of members. Ex officio members may count towards quorum.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

4. APPLICATION

This policy applies to all Trustees.

5. RESPONSIBILITY

The primary responsibility for this policy rests with the Board of Trustees and the Director of Education.

This policy is enacted and administered by the Board of Trustees with support of the Director of Education and designated staff.

6. POLICY

6.1 Open Meetings

Meetings of the Board and meetings of the committees of the Board, ~~including committee of the whole Board~~, shall be open to the public and to representatives of the media with an “open session.” No person shall be excluded from a meeting that is open to the public except for improper conduct. Nevertheless, as indicated in the Education Act, R.S.O. 1990 Section 207(2) a meeting of the Board, or a committee of the Board, ~~including a committee of the whole Board~~, may be closed to the public when the subject-matter under consideration involves:

- 6.1.1 the security of the property of the Board;
- 6.1.2 the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or the pupil’s parent and/or guardian;
- 6.1.3 the acquisition or disposal of a school site;
- 6.1.4 decisions in respect of negotiations with employees of a Board; or
- 6.1.5 litigation affecting the Board.

It shall be the policy of this Board to deal with all information of a personal nature “in-camera” and to protect its confidentiality unless it is determined that there is a specific exemption under the Municipal Freedom of Information and Protection of Privacy Act 1990.

The Director of Education and Secretary of the Board, or designate, may seek legal advice or appoint legal counsel when needed. At its discretion, the Board may seek independent legal advice.

6.2 Calling of Meetings

Meetings of the Board shall be classified as regular meetings, special meetings and/or emergent meetings, ~~and/or committee of the whole, meetings~~.

- 6.2.1 The regular meetings of the Board shall normally be held on the fourth Tuesday of each month with an ~~committee of the whole~~, in-camera session, from 6:15-6:45 p.m. and with an open session at 7:00 p.m. If the ~~committee of the whole~~, in-camera session requires more time, it will be convened after the open session. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open

session will commence at 7:00 p.m. with the in-camera session convened after the open session. When necessary, regular meetings of the Board shall also be held on the second Tuesday of every month or otherwise scheduled by the Board. Should a statutory or civic holiday fall on the date scheduled for a regular meeting, the Board shall meet on the evening of the previous day. These meetings will be held in the Board Room of the Education Centre. (Exceptions shall be by resolution of the Board at a previous regular meeting.)

6.2.2 Special meetings of the Board may be convened by resolution of the Board at a previous meeting of the Board or may be called at the call of the Chairperson with a minimum of forty-eight hours' notice. A special meeting of the Board shall be called by the Secretary of the Board with a minimum of forty-eight hours' notice, on request, in writing, to the Secretary of the Board by the majority of trustees as provided in Section 198 (1)(d) of the Education Act. The notice for the special meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.

6.2.3 Emergent meetings of the Board may be called by the Chairperson with less than forty-eight hours' notice for the purpose of dealing with one or more matters deemed to be of an urgent nature. An emergent meeting of the Board shall be called by the Chairperson or Secretary of the Board with less than forty-eight hours' notice, on the request, in writing, to the Secretary of the Board by the majority of trustees. The notice for the emergent meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.

6.3 Publication of Notice

Notice of Board meetings shall normally be by receipt of an agenda, however, where time or circumstances does not permit or render this procedure impractical, other means such as telephone calls, electronic communications, announcements at Board or committee meetings, etc. may be employed. A limited number of hard copies as determined by the Director of Education, or designate, will be available at the meetings.

A list of all Board and committee meetings shall be posted on the Board's website as part of the electronic Board agenda designating the type of meeting, date, and place.

6.4 Delegations Appearing at Board and/or Committee Meetings

Delegations are invited to present to regular Board meetings and committee meetings to present a point of view, to submit recommendations or to request consideration of a matter of concern. The delegation process is not interactive or designed for two-way conversation, but rather an opportunity for delegates to

present a position or information to the Board. In all cases the following procedures will apply:

6.4.1 Application

6.4.1.1 All delegations wishing to make presentations shall apply in writing to the Office of the Director of Education and Secretary of the Board, or in the case of committees to the appropriate administrative resource person, prior to a meeting giving advance notice of its intention to appear before the Board, or committee. Each delegation shall clearly indicate the matter on which the submission is to be made, the individual, or the organization, or interested parties to be represented and the authority of the spokesperson.

6.4.1.2 Delegates applying at least nine calendar days prior to a meeting will be provided up to 10 minutes for their presentation.

6.4.1.3 Delegates applying by the end of the business day (4:30 p.m.) on the day following publication of the Board or committee meeting agenda will be provided up to 3 minutes for their presentation.

6.4.1.4 The time allotted to delegations shall be limited to a one hour time period unless extended by a Board motion.

6.4.1.5 An individual may only speak once per item, regardless of the number of groups they represent.

6.4.1.6 Requests for a hearing will be received in accordance with Board policy, confirmed by the Office of the Director of Education and Secretary of the Board or designate, and delegates will be acknowledged advising the time of the hearing.

6.4.1.7 Delegations will be advised by the Office of the Director of Education or designate of the following requirements:

All requests to appear as a delegation before the Board of trustees, or a committee of the Board, must be submitted in writing and contain the following information

6.4.1.7.1 the full name and address of the individual, or the organization, or the interested parties to be represented;

6.4.1.7.2 the name(s) of those making the presentation (maximum two) and their position(s) within the organization;

6.4.1.7.3 the authority by which the presentation is being made if representing an organization;

6.4.1.7.4 a clear, specific and detailed outline of the matter which is to be addressed and the specific action requested of the Board or committee. Incomplete outlines may result in postponement or denial of the application request.

6.4.1.8 Delegates will be advised that an application, including a complete outline of the matter to be addressed, and the specific action requested of the Board or committee will be distributed prior to the meeting.

6.4.1.9 As part of the application process, and at the discretion of the Chairperson of the Board, delegates may be referred directly to appropriate committees, ~~rather than the Committee of the whole, Board.~~

6.4.1.10 Delegates will be advised that materials, in addition to the completed outline, being submitted to trustees will be the responsibility of the delegation. The Chairperson of the Board shall determine if the additional materials are required as part of the outline indicated above.

6.4.2 Hearing

6.4.2.1 As a condition of appearance and prior to making a delegation, all delegates must, through written consent, agree to respect the decorum, and meeting rules of order as established by the Board.

Failure to respect the authority of the Chairperson of the Board and/or Committee Chairperson, non-adherence to presentation time limits, and/or disrespectful behaviour may result in immediate suspension of the presentation; forfeiture of presentation privileges for a calendar year; and/or further limitations as deemed appropriate by the Board, including the possible issuance of a trespass notice.

6.4.2.2 Delegations shall be welcomed by the Chairperson who shall ensure that the delegate is aware of the process for receiving and dealing with presentations under this policy.

6.4.2.3 The Chairperson may recommend and the Board or committee will determine whether the delegation will be granted a hearing

in open session or ~~in committee of the whole~~, in-camera session and,

- 6.4.2.3.1 the Board, or committees, will not hear in open session presentations on personnel matters that may conflict with the rights of staff, student matters that may conflict with the rights of students under the Municipal Freedom of Information and Protection of Privacy Act 1990, or personnel, property and/or legal matters that may jeopardize negotiations and are considered in-camera matters under the Education Act;
- 6.4.2.3.2 if the delegation presentation violates the protection of privacy, protection of student records, or constitutes a complaint of specific employees, the Chairperson will interrupt and may direct that the presentation be heard in an in-camera session; and
- 6.4.2.3.3 if a presentation constitutes a complaint or criticism of specific employees, such employees shall have a right to be notified and attend the presentation.
- 6.4.2.4 Delegates are required to identify themselves before their presentations. Subject to the rules of the meeting, the delegate shall be permitted to make the presentation without interruption.
- 6.4.2.5 Presentation materials, in addition to the outline published in the agenda support materials, may be distributed during the presentation by the delegation.
- 6.4.2.6 Broad or significant departures from submitted, written outlines may result in the immediate suspension of a presentation.
- 6.4.2.7 Following the presentation, the Chairperson will ask the members of the Board or committee if there are any points which they wish to have clarified.
- 6.4.2.8 Following presentations, only questions clarifying presented information are in order.
- 6.4.2.9 To assist in clarifying points raised by trustees, the spokesperson of a delegation may, with the permission of the Chairperson, call upon any other members of their delegation to answer the question.

- 6.4.2.10 As soon as the Chairperson is satisfied that all points have been clarified, the Chairperson will close the presentation, thank the spokesperson, and inform the individual how the matter will be dealt with.
- 6.4.2.11 The Chairperson may, with the Board's or the committee's permission, alter the order of presentations to facilitate delegations on the same topic to be heard consecutively.
- 6.4.2.12 The Chairperson has the discretionary power to request delegations on the same topic to limit their presentation to new information on the same issue.
- 6.4.2.13 Where a number of delegations on a particular topic are anticipated, the Chairperson may call a ~~committee of the whole~~ meeting on that topic.
- 6.4.2.14 Certain joint Board/community committees (Accommodation Review Committees as an example) may provide for the hearing of non-preregistered delegations, who may be granted up to 3 minutes per hearing. Committee meetings of this nature, or meeting for public input/consultation, will be also exempted from the one hour time limit for delegations as established within this policy.

6.4.3 Disposition

- 6.4.3.1 Immediately following the presentations, the Board or committee will proceed to disposition of the concerns of the delegations and may combine multiple presentations on the same issue for action.
- 6.4.3.2 Delegation concerns will be considered immediately following all presentations. Action concerning matters raised by delegations will be decided by a majority of the trustees present at the meeting. The Board policy concerning notice of motion shall apply unless the motion is:
 - 6.4.3.2.1 a deferral to a time when discussion will take place on the same matter at another point in the agenda,
 - 6.4.3.2.2 bringing forward a report or recommendation from the current meeting,
 - 6.4.3.2.3 a deferral to a later meeting,
 - 6.4.3.2.4 a referral to a Board committee for further study,

6.4.3.2.5 a referral to administration, or

6.4.3.2.6 to receive for information.

6.4.3.3 Committees to whom the subject of a delegation to the Board has been referred shall place the item on the agenda of a regular committee meeting as soon as practicable.

6.4.3.4 The spokesperson for delegations will be notified of the date and time of the meeting at which an issue is to be considered after referral by the Board.

6.4.4 Limitations

6.4.4.1 The Board will receive complaints or information from parties that are in litigation against the Board only through written correspondence to the Chairperson who will distribute it to trustees.

6.4.4.2 As noted in Section 6.4.2.1 of this policy, the Chairperson reserves the right to immediately suspend presentations from delegates disrespectful of the decorum, and meeting rules of order as established by the Board. The Chairperson may request any delegation or person in attendance to leave the meeting if, after warning, their conduct disrupts the order of the meeting.

6.4.4.3 A single hearing will be granted on any particular issue at the Board level. In exceptional circumstances, a second hearing will be granted on special motion of the Board.

At the discretion of the Chairperson of the Board, a delegation who presented at a committee meeting may also present at the Board meeting in which the committee's report is being presented.

6.4.4.4 Once the Board has resolved an issue, it reserves the right to hear no further delegations on the issue for at least six months.

6.4.4.5 The Director of Education and Secretary of the Board, or in the case of committees the appropriate administrative resource person, may meet with declared delegations or their representatives, where appropriate, to resolve delegates' concerns or clarify Board position.

6.5 Educational Topics – For Discussion at Meetings

The Board wishes to be informed on the philosophy, methodology, and procedures most commonly accepted by modern educators and also of the degree to which these are being implemented in the jurisdiction.

- 6.5.1 From time-to-time, provisions shall be made on the agenda for such presentations.
- 6.5.2 The Director of Education and/or Board committees will be responsible for the selection of topics and the arrangements for the presentation of the same.
- 6.5.3 Up to a maximum of thirty minutes shall be allowed for the presentation (and questions) of an educational topic.

6.6 Rules of Order for Meetings

The following procedures apply at all Board and committee meetings.

6.6.1 Chair

- 6.6.1.1 At the hour of the meeting, the Chairperson or Vice-chairperson shall take the Chair. The Vice-chairperson will chair the ~~committee of the whole~~, in-camera portion of the meeting.
- 6.6.1.2 Where the Chairperson of the Board is unable to attend a session of a Board meeting, the Vice-chairperson of the Board will chair the open session and the Past Chairperson will chair the in-camera session of the meeting.
- 6.6.1.3 Where neither the Chairperson nor the Vice-chairperson is able to attend a Board meeting, the Chairperson will designate the Past Chairperson to act in the Chairperson's place. In the event that no member of the Board is the Past Chairperson, the Chairperson will designate another member of the Board to act in the Chairperson's place.
- 6.6.1.4 If the chairperson of a committee is unable to attend a committee meeting, the chairperson of the committee, where a committee has not selected a vice-chairperson, may designate another member of the committee to act in their place.
- 6.6.1.5 Should the Chairperson, Vice-chairperson, or member designated to act as chair not be in attendance within fifteen minutes after the hour appointed, they shall be considered absent and the Secretary of the Board shall call the meeting to order. A member of the Board shall be chosen as Acting Chairperson to preside for

the one meeting or until the Chairperson, Vice-chairperson, or member designated to act as chair arrives.

6.6.2 Quorum

6.6.2.1 In accordance with Section 208 (11) of the Education Act the presence of a majority of all the members constituting the Board shall be necessary to form a quorum and the vote of a majority of such quorum shall be necessary to bind the Board. Those attending via electronic means shall be counted as present. Quorum, in accordance with the Education Act and with Robert's Rules of Order, shall be a simple majority of more than fifty percent of the members. For example, at a meeting of the Board or committee of the Board:

- if there are 12 members, a majority (more than 6) is 7;
- if there are 11 members, a majority (more than 5.5) is 6;
- if there are 5 members, a majority (more than 2.5) is 3;
- quorum required for committee meetings is to be calculated based on the number of members, not including the ex officio members (for example, a committee with 5 members plus ex officio, quorum is 3); and
- ex officio members contribute to reaching quorum (for example, a committee of 5 where one assigned member plus two ex officio are in attendance means quorum has been reached).

6.6.2.1.1 Unless there shall be a quorum present within thirty minutes after the time appointed for all meetings, the Board or committee shall stand adjourned, and the Secretary of the Board, or committee administrative resource person, shall record in the minutes the names of those both physically and electronically present, and the time of adjournment.

6.6.2.1.2 If a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the Board's rule requiring the meeting to be held was complied with and the meeting was convened even though it had to adjourn immediately.

6.6.2.1.3 The only action that can be legally taken in the absence of a quorum is to, fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.

6.6.3 Call to Order

6.6.3.1 Each regular Board meeting shall begin with a call to order.

6.6.3.2 Each committee meeting shall begin with a call to order.

6.6.4 ~~Committee of the Whole~~, In-camera Sessions

~~Committee of the whole~~, In-camera session of the Board, will be held immediately following the Call to Order from 6:15-6:45 p.m. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. The agenda for the ~~committee of the whole~~, in-camera session will be adopted in the in-camera session, and a report of the committee will be presented in open session. If the ~~committee of the whole~~, in-camera session, requires more time, it will be convened after the open session. The Board shall go into ~~committee of the whole~~, in-camera session, by duly moved motion on a majority vote. Subsection 55 (5) of the Education Statute Law Amendment Act (Student Performance) 2006 (effective July 7, 2006) provides that student trustees may attend all in-camera Board and Committee meetings with the following exception: when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee of the Board or a pupil or his or her parent or guardian. The Board Vice-chairperson will take the chair for in-camera sessions.

6.6.4.1 Minutes will be maintained of ~~committee of the whole~~, in-camera sessions; by the Secretary of the Board and of in-camera Board committee meetings by the resource person at committee meetings; and will be approved at the next regular Board or committee meeting. Information printed in minutes will be maintained on a strictly confidential basis by all trustees and staff.

6.6.4.2 The Board ~~in committee of the whole~~, in-camera session, shall consider whether each item is appropriately in-camera. Where it is proposed to remove an item from the in-camera to open session the matter of the agenda placement of the item shall be debated in-camera and may be moved into open session on a majority vote (note comments on freedom of information in Article 6.6.22).

6.6.4.3 Any item dealt with in-camera, by any committee of the Board, shall be dealt with ~~in-camera by committee of the whole~~, during Board in-camera session, and Board or committee ~~of the whole~~, in-camera session, shall decide if that report is properly in-

camera within the policies set out herein and considering S. 207(2) of the Education Act R.S.O. 1990 as amended and the Municipal Freedom of Information and Protection of Privacy Act 1990 as amended.

6.6.4.4 Timed ~~committee of the whole~~, in-camera session, agenda items, if deemed appropriate by the Board Chairperson, shall be an Order of the Day.

6.6.4.5 No item may be dealt with in open session once the Board has dealt with it in-camera unless by motion adopted by a majority vote in ~~committee of the whole~~, the in-camera session, to move the item from the in-camera session to open session.

6.6.4.6 If a trustee, in an open session, wishes to have considered a matter previously dealt with in-camera dealt with in open session, the trustee shall put a motion to the Board to go into ~~committee of the whole~~ in-camera session.

6.6.4.7 The Board shall consider, and if it so determines, ratify all decisions of the ~~committee of the whole~~, in-camera session, by adopting the report of the ~~committee of the whole~~, in-camera session, by proper motions in open session. Each motion would be voted on individually in regular Board.

6.6.4.8 Any committee of the Board may consider a matter in-camera provided the matter falls within this policy.

6.6.4.9 Before the completion of the in-camera session of the ~~committee of the whole Board in-camera session~~ and prior to moving into open Board, the ~~committee~~ Board will determine by proper motion those items to be “reported out” or released to the public.

6.6.5 Invocation-Land Acknowledgement

At 7:00 p.m., following the ~~committee of the whole~~, in-camera session, the public open session of the Board shall begin with an acknowledgement that the Board is meeting on the traditional territory of the Mississauga First Nations. The Land Acknowledgement will be followed by the National Anthem and a moment of silence.

6.6.6 Adoption of the Agenda

6.6.6.1 The first order of business ~~following the invocation~~ shall be revisions to and the adoption of the open session agenda. A revised agenda requires a vote of two-thirds majority of those present.

6.6.6.2 Items will normally be added to the agenda by general consent, without a majority vote if done at the opening of the meeting before adoption of the agenda.

6.6.6.3 At regular meetings, no item requiring decision shall be added to the agenda without proper notice. Items received without notice are for information only, or are referred to a committee or to administration.

6.6.6.4 ~~If a committee of the whole, an in-camera session~~ agenda item is followed by a time, and if the Board Chairperson deems it appropriate, it shall be an Order of the Day.

6.6.7 Declarations of Conflicts of Interest

Trustees must make a Conflict of Interest Declaration, pursuant to the Municipal Conflict of Interest Act.

6.6.8 Minutes of the Previous Meeting

Minutes of the previous meeting are revised and/or adopted as printed immediately following the Adoption of the Agenda.

6.6.9 Educational Presentations

Presentation of educational topics to the Board will be heard upon request. A maximum of 30 minutes will be allotted per Board meeting.

6.6.10 Delegations and/or Presentations

Delegations and/or presentations will be heard following the Adoption of the Minutes.

6.6.11 Disposition of Delegation Concerns

The concerns of delegations will be dealt with following the hearings (note comments on disposition in Article 6.4.3).

6.6.12 Director's Update

The Director shall have the opportunity to share information and/or updates with the Board.

6.6.13 Business Arising from the Minutes

Business Arising from the previous minutes will be discussed following Adoption of the Minutes.

6.6.14 Student Trustee Report

The Student Trustee will provide a written report and be heard on matters they wish to report for information to the Board.

6.6.15 Decision Reports

Reports from Board committees and/or administration will be prepared with a covering report prepared using a standard format and published with the regular agenda. Emergent items may be presented on revised or new reports on the revised agenda.

With the Board's permission, the Chairperson may alter the order of reports to facilitate addressing concerns of delegations or communication. A vote of two-thirds of the members present is required to vary the order of business if objection is expressed.

6.6.15.1 Board committee reports will indicate the following:

6.6.15.1.1 the committee submitting the report;

6.6.15.1.2 the date and location of the committee's meeting;

6.6.15.1.3 a list of attendees, both physically and electronically, those that gave regrets, and those that were absent from the committee meeting;

6.6.15.1.4 all topics discussed at the open session of the committee's meeting will be listed together with a brief descriptive comment including formative reports;

6.6.15.1.5 recommendations which have been duly moved, seconded and carried with a quorum of committee members present;

6.6.15.1.6 items discussed at an in-camera session will be reported in a separate report at an in-camera session of the Board and will remain in-camera unless by majority vote ~~of the committee of the whole Board~~ during in-camera session, and only specified items will be moved to open session; and

6.6.15.1.7 the committee chairperson is responsible for the report, however where the chairperson of a committee is a non-trustee member and therefore not an elected trustee, a trustee representative of the committee will report to the Board any reports or recommendations of that committee and initiate motions resulting from the meeting.

6.6.15.2 Administrative reports will indicate the following:

6.6.15.2.1 the topic for discussion,

6.6.15.2.2 the initiator of the report,

6.6.15.2.3 background information on the topic,

6.6.15.2.4 the status of the topic,

6.6.15.2.5 recommendation(s) from senior administration to the Board, and

6.6.15.2.6 the supervisory officer(s) responsible for the report.

6.6.16 Ontario Public School Boards' Association (OPSBA)

The Boards' Delegate Member may provide a report on OPSBA matters.

6.6.17 Correspondence

Correspondence to the Board requiring action and addressed to the Chairperson or Secretary of the Board will be dealt with following discussion of decision reports.

6.6.18 Information Items

6.6.18.1 Information items will follow discussion of decision items.

6.6.18.2 Information items, including correspondence to the Board for information only and addressed to the Chairperson or Secretary of the Board, may be considered as consent items.

6.6.19 ~~Trustee~~ Board Member Additions

~~Trustee~~ Board Member additions announced during the adoption of the agenda will be heard following information reports and/or correspondence at the end of the open session and shall be limited to three minutes in length per Trustee.

6.6.20 Future Meeting Dates

Future meeting dates will be discussed following Board member additions.

6.6.21 Question Period

A question period in each regular Board meeting, not exceeding fifteen minutes, for the answering of questions of and by the Board, on issues addressed at the meeting, shall be provided.

6.6.22 Report of the ~~Committee of the Whole~~, In-camera Session

The report of the ~~committee of the whole~~, in-camera session, shall be adopted by proper motions with each motion voted on individually.

6.6.23 Adjournment

At 11:00 p.m., a vote must be taken to determine whether to continue the Board meeting, ~~or committee of the whole, Board committee meetings,~~ until the end or until a motion to adjourn has passed. Committee meetings, ~~with the exception of committee of the whole Board committee,~~ should be less than two hours in length. At the end of two hours, a vote must be taken to determine whether to continue the committee meeting until the end or until a motion to adjourn has passed.

6.6.24 Provincial Legislation

In all cases, the Board will operate in accordance with provincial legislation and will at all times respect personal information when dealing with the rights of individuals to privacy as provided in the Municipal Freedom of Information and Protection of Privacy Act 1990 while at the same time recognizing the public right of access to public information.

In accordance with provincial legislation, the Board believes it to be the individual trustee's responsibility to adhere to Provincial Disclosure of Interest requirements.

6.6.25 Member Participation at Committee Meetings

All trustees may take part in the discussion or debate on any matter before a Board committee, and initiate motions but shall not have the right to vote at any committee meeting of which the trustee is not a member except the following:

6.6.25.1 Any trustee shall have the right to initiate motions and vote at

6.6.25.1.1 ~~committee of the whole~~ Budget Committee meetings open and in-camera session, and

6.6.25.1.2 any committee meetings where all trustees have been invited at the direction of the Board.

6.6.25.2 Non-trustees who are named by the Board to membership to any committees that are advisory in nature have full voting and motion initiation privileges on that committee.

6.6.25.3 The Chairperson of the Board and the Vice-chairperson of the Board are ex officio members of all Board committees except those of a statutory or contractual nature where membership is established by legislation, regulation, or contract.

6.7 Agendas

6.7.1 The Secretary of the Board, or delegate, in consultation with the Chairperson and Vice-chairperson, shall determine all matters to be placed on the Board agenda and also shall determine those matters which should be in-camera ~~in committee of the whole~~.

6.7.2 The administrative resource person to committees, in consultation with the committee chairperson, shall determine items to be placed on committee agendas and also shall determine those matters which should be in-camera.

6.7.3 In-camera items shall be on a separate agenda package with the agenda sheet printed on pink paper for both the Board and committees with all information, reports and recommendations attached. All materials will be maintained in a strictly confidential basis by all trustees and staff.

6.7.4 The cover pages of all committee agendas shall be sent to all trustees previous to the committee meeting.

6.8 Motions and Resolutions

6.8.1 Notices of Motion

Notices of motion on new matters are required from trustees to provide Board members and administration benefit of advance consideration of the proposed business or motion. No new decisions will be entertained unless notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda, communicated in writing at a previous meeting, or by notifying the

Secretary or Chairperson of the Board prior to the distribution of the agenda.

Notice of motion is not required if a proposed motion(s) is directly related to an item of business included within the Board/committee meeting agenda.

6.8.2 Moving, Seconding, Voting

6.8.2.1 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member shall be considered and voted upon separately.

6.8.2.2 When a motion is under debate the only motion in order shall be:

6.8.2.2.1 to adjourn,

6.8.2.2.2 to lay on the table,

6.8.2.2.3 to put the previous question,

6.8.2.2.4 to postpone,

6.8.2.2.5 to refer,

6.8.2.2.6 to amend, and

6.8.2.2.7 to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

6.8.2.3 A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds vote in favour.

6.8.2.4 All motions require a seconder who is a committee member.

6.8.2.5 After a resolution is moved and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion shall be made until those have been decided.

6.8.2.5.1 The amendment shall be voted on first.

6.8.2.5.2 If the amendment carries, then the original motion, as amended, shall be voted on.

6.8.2.5.3 If the amendment does not carry, then the original motion may be amended further.

6.8.2.5.4 Only one amendment to the main motion will be allowed at any given time.

All questions shall be put in the order in which they are moved, except that amendments shall be put before the motion, the last amendment first, and so on.

6.8.2.6 Until the Chairperson states the question, the maker has the right to modify the motion or to withdraw it entirely. After the question has been stated by the Chairperson, the motion becomes the property of the assembly and then its maker can do neither of these things without the consent of the assembly. Such leave being granted by two-thirds of the members present.

6.8.2.7 Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the rules and privileges the Chairperson shall so inform the members immediately before putting the question thereon and quote the rule of authority applicable to the case without comment.

6.8.2.8 After the Chairperson has put a question to vote there shall be no further debate and no member shall leave the room.

6.8.2.9 At the discretion of the Chairperson, a resolution moved at a meeting may be required in writing.

6.8.2.10 Any member may call for a recorded vote. The Secretary of the Board shall call for those in favour and those against. The names of those who vote for and against shall be entered into the minutes. The order of calling for the yeas and nays of a recorded vote shall be alphabetical with the first trustee named changing progressively by one for each successive calling during the current term of the Board.

6.8.2.11 Every member (including the Board or committee Chairperson) present, either physically or electronically, when a question is put, shall vote thereon unless the Board excuses the member.

6.8.2.12 Any question on which there is an equality of vote shall be deemed to be defeated.

6.8.3 Special Motions

6.8.3.1 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when the previous question has been called. A motion to adjourn only, shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been defeated, no second motion to the same effect shall be made until some intermediate question has been disposed of.

6.8.3.2 A motion to lay on the table, only, is not debatable; but a motion to lay on the table and publish, or with any other condition, is subject to debate and amendment. When a question has been laid on the table, it shall not be taken up at the same meeting except by agreement of two-thirds of the members present.

6.8.3.3 The motion for the previous question shall preclude all further amendment or debate, and shall be submitted to the Board by the Chairperson

“Are you ready for the previous question?”

If adopted, by a two-thirds majority, the Chairperson shall at once proceed to put the main question, first putting any amendments pending to the vote of the Board.

6.8.3.4 A motion to reconsider is entertained only when a matter is to be re-opened which has been dealt with at the same or immediately preceding meeting. The motion to re-open requires a two-thirds majority of the members present, both physically and electronically, and eligible to vote. The mover of the motion must be on the previously prevailing side. Following reopening of the matter a majority vote only is required for action.

6.8.3.5 A motion to rescind may succeed by a simple majority of those voting provided notice of motion has been given previously. A rescinding motion may also succeed by a two-thirds vote without notice or by a vote of a majority of the entire membership.

6.8.3.6 Motions to extend time past 11:00 p.m. can be moved while in ~~committee of the whole~~, in-camera session, and require a simple majority. Failure to extend will automatically result in the committee rising and reporting.

6.8.4 Speaking to a Motion

6.8.4.1 Members, prior to speaking to any question or motion, shall address the Chairperson. Members shall confine themselves to

the question in debate and shall avoid all discourteous language and personal comments.

6.8.4.2 No member shall be interrupted while speaking except when called to order by a member for transgression of the rules of the Board, in which case the member shall wait until the point of order has been decided by the Chairperson.

6.8.4.3 The Chairperson, or any member through the Chairperson, may call a member to order while speaking whereupon the debate shall be suspended and the member shall not speak until the point of order shall be determined, unless to appeal from the decision of the Chairperson. All such appeals shall be decided without debate.

6.8.4.4 Members may require the question on the motion under discussion to be read for the member's information at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.

6.8.4.5 Members may speak two times only on a given motion. Remarks by trustees shall be limited to two minutes at Board meetings and five minutes at meetings of committees of the Board. A member cannot make a second speech on the same question as long as any member who has not spoken desires recognition. If speaking a second time, members shall be allowed two minutes.

6.8.4.6 Trustees shall be required to stand to make their remarks only on special occasions.

6.8.4.7 The Chairperson may speak to a question for no more than thirty seconds without turning the Chair over to the Vice-chairperson.

6.8.5 Robert's Rules of Order

Any point of procedure not provided for by the Regulations shall be governed by the rules of parliamentary practice (Robert's Rules of Order).

6.9 Records of Meetings

Minutes of open sessions of Board and committee meetings, and ~~committee of the whole Board, in-camera sessions, and committee meeting sessions,~~ shall be taken and the following procedures shall apply:

6.9.1 The Chairperson shall ensure that minutes of each meeting are recorded.

- 6.9.2 The Secretary of the Board shall maintain the Board minutes and the administrative resource person shall maintain Board committee minutes.
- 6.9.3 Draft copies of Board and committee in-camera minutes shall be on pink paper.
- 6.9.4 Draft copies of Board minutes of open session meetings will be posted on the Board's website. Draft copies of committee minutes of open session meetings will be distributed to all members of the Board and/or committee members and final copies will be distributed to everyone on the distribution lists following their approval at the next regular meeting.
- 6.9.5 Board and committee minutes shall be draft until approved at a subsequent meeting.
- 6.9.6 Minutes shall include a record of Board and/or committee members, other trustees and administrative staff present, both physically and electronically; a description of all topics discussed; and all resolutions moved, seconded and carried with a quorum of Board and/or committee members present.

6.10 Ad Hoc Committees of the Board

All ad hoc committees shall be dissolved ~~as of November 30~~ by the fourth Tuesday in November each year unless the Board has established an alternative term.

6.11 Distribution of Board and Committee Materials

- 6.11.1 No material from in-camera meetings shall be distributed to individuals not specifically entitled to participate in the in-camera sessions.
- 6.11.2 The agendas and minutes for all open session Board meetings, together with supporting documents, will be given to:
 - 6.11.2.1 members of the Board, and members of the administration as determined by the Secretary of the Board, prior to each meeting; and
 - 6.11.2.2 on request, the presidents/unit chairpersons of all employee groups.
- 6.11.3 Copies of all open session documents relating to the Board, including minutes and reports, shall be posted on the Board's website.
- 6.11.4 Individual copies of Board materials may be requested for specific items on a cost-per-copy basis.

Individuals on agendas will be provided, free-of-charge, on a request basis, a copy of the relevant agenda and administrative report.

A limited number of open session Board and committee meeting agenda materials will be available, free-of-charge at the Board and committee meetings.

- 6.11.5 Complete agenda packages will be sent electronically to all trustees, the Secretary of the Board, and the administrative resource person to the committee. Complete hard copy agenda packages will be distributed to trustees and administration upon request.

6.12 Attendance at Electronic Meetings

To ensure access to public meetings, and in accordance with Ontario Regulation 463/97, Electronic Meetings, the Board shall provide for the use of electronic means for the holding of meetings.

- 6.12.1 ~~At every meeting of the Board or committee of the whole Board, both in-camera and open sessions, including every Budget Committee meeting,~~ the following persons shall be physically present in the meeting room of the Board and so recorded in the minutes:

6.12.1.1 at least one additional member of the Board;

6.12.1.2 the Chairperson of the Board, or designate, or in the case of the Budget Committee, the Vice-chairperson of the Board or designate; and

6.12.1.3 the Director of Education of the Board, or designate.

- 6.12.2 ~~At every meeting of a committee of the Board, except of the whole Board,~~ the following persons shall be physically present in the meeting room of the committee and so recorded in the minutes:

6.12.2.1 the chairperson of the committee, or designate; and

6.12.2.2 the Director of Education of the Board, or designate.

- 6.12.3 Under amended Ontario Regulation 463/97, the chairperson of a board or committee meeting may preside over the meeting electronically if any of the following applies:

6.12.3.1 the distance from the chairperson's current residence to the meeting location is 200 kilometres or greater;

6.12.3.2 weather conditions do not allow the chairperson or designate to travel to the meeting location safely; or

6.12.3.3 the chairperson cannot be physically present at a meeting due to health-related issues.

No more than half of Board or committee meetings in a twelve month period can be chaired electronically.

6.12.34 At the request of any Board member, and/or student representative, the Board shall provide the member and/or representatives with electronic means of participating in one or more meetings of the Board or of a committee of the Board, ~~including a committee of the whole Board~~, except where to do so would not comply with sections 6.12.1 or 6.12.2.

6.12.45 A member of the Board, and/or student representative of the Board, who participates in a meeting through electronic means shall be deemed to be present at the meeting and the minutes shall record the member's presence through electronic means.

6.12.56 The electronic means shall permit the Board member and/or student representative to hear and be heard by all other participants in the meeting.

6.12.67 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

6.12.78 Where meetings of the Board or a committee of the Board, ~~including a committee of the whole Board~~, are open to the public the following shall apply:

6.12.78.1 the Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public;

6.12.78.2 where such locations are provided, members of the public shall participate only in those parts of Board meetings ~~or committee of the whole Board, in-camera session, meetings~~ where the public would normally participate, and the extent and manner of participation shall be determined by the Board Chairperson based on the electronic means available; and

6.12.78.3 members of the public participating through electronic means shall not participate in any proceedings that are closed to the public.

6.12.89 Should there be technical difficulties and the electronic portion of the meeting is interrupted, discontinued or unavailable:

6.12.89.1 Section 6.6.2 shall apply if there is no quorum;

6.12.89.2 the minutes of the meeting shall indicate the time of any electronic disruption, the name(s) of the member(s) absent for the disruption, and the time that electronic means are restored if there is a temporary disruption; and/or

6.12.89.3 the minutes shall record any member as absent if the member(s) is(are) unable to electronically connect with the meeting for its entirety.

6.12.910 Members of the Board and members of the public participating in Board meetings or meetings of a committee of the Board shall be governed by the rules of the Board related to the operation of Board or committee meetings.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.2, Code of Conduct](#)

[B-2.2, Annual Meetings and Committees of the Board](#)

[B-3.2, Equity, Diversity and Inclusion](#)

8. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

[Education Statute Law Amendment Act \(Student Performance\), 2006](#)

[Municipal Conflict of Interest Act](#)

[Municipal Elections Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Regulation 463/97](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **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**

INITIATOR: Rita Russo, Director of Education

BACKGROUND

1. 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 (Appendix D) has also been reviewed.
2. In May 2022, trustees approved a framework for policy renewal. The renewal framework asks that the following questions be considered:
 - Is the policy still relevant?
 - Does the policy contain detail that is best included in the administrative regulation?
 - Can the policy be consolidated with another policy?
 - Is there duplication in another policy or administrative regulation?
 - Should the policy be rescinded?

STATUS

3. As the renewal framework questions were considered, it was determined:
 - Board Policy B-1.6, Legal Matters, is no longer relevant as a standalone policy and that it be rescinded and be incorporated into Board Policy B-2.1, Board and Committee Meetings.
 - Board Policy B-4.1, Association Membership, is no longer relevant as a standalone policy and that it be rescinded and be incorporated into Board Policy B-2.2, Annual Meetings and Committees of the Board.
 - Board Policy B-7.4, Advocacy, is no longer relevant as a standalone policy and that it be rescinded. The policy was originally established on May 7, 2007 in response to a December 5, 2006 Ministry guideline to assist school boards with best practices in communication between stakeholders, avoiding personal or partisan agendas and maximizing resources for student success and achievement. Current practice and other Board policies address these issues.
4. Board Policy B-2.2, Annual Meetings and Committees of the Board has been revised to include language from Board Policy B-4.1, Association Membership, and has also been updated and reformatted in the new policy format.

RECOMMENDATIONS

1. That Board Policy B-1.6, Legal Matters, be rescinded.
2. That Board Policy B-4.1, Association Membership, be rescinded.
3. That Board Policy B-7.4 Advocacy, be rescinded.
4. That Board Policy B-2.2, Annual Meetings and Committees of the Board, be approved as revised.

Rita Russo
Director of Education



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Board and Community

• **General**

Policy: LEGAL MATTERS

Policy Code: B-1.6

Page 1

The Board recognizes that expert legal advice and representation may be required in such circumstances as the following:

- an action before a court, board or tribunal in matters pertaining to labour relations or litigation;
- an impending policy change or executive decision by the Board; and/or
- administrative action or planning on major issues.

Legal advice and representation may be obtained when it is deemed necessary by the Board by one of its duly constituted committees and/or by the Director of Education, or designate. Board Policy No. B-2.2, Annual Meetings and Committees of the Board, also authorizes the Director of Education, or designate, to appoint legal counsel when needed. Where legal advice is obtained, periodic reports of such advice will be made to the Board/committee at an in-camera session.

The Board annually establishes an expenditure line in the budget to cover legal fees. In the event that the Board is involved in civil action wherein legal costs are incurred, the Board will consider the option of recovering such costs. The Board carries liability, property and other appropriate insurances to protect against loss and recovering of those costs will be at the discretion of the insurance company when a loss is reported.

Established: May 25, 2000

Revised/Reviewed:

November 2004

October 23, 2008

October 24, 2013

September 28, 2017



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Board and Community

- Professional Activities

Policy Code: B-4.1

Policy: ASSOCIATION MEMBERSHIP

Page 1

The Kawartha Pine Ridge District School Board recognizes educational advantages to be derived from membership in organizations of trustees. The Board recognizes the Ontario Public School Boards' Association as an incorporated, non-profit organization designed to represent and promote the interests and concerns of Ontario's public school trustees and public education. Membership will be provided in the Ontario Public School Boards' Association.

1. The Board will annually review its membership in the Ontario Public School Boards' Association at the March Board meeting.
2. At its March Board meeting, the Board will appoint one trustee to act as its Director and Delegate Member who will vote on behalf of the Board at the annual, general and regional Ontario Public School Boards' Association meetings. The Board will also appoint another trustee who will act as an Alternate Director and Delegate Member in the absence of the Director and Delegate Member.
3. As appropriate, the Board will participate in Ontario Public School Boards' Association sponsored events, respond to surveys and report on briefs from the Ontario Public School Boards' Association.
4. In the event that the Director and Delegate Member vacates the position prior to the end of the term, the Alternate Director and Delegate Member will assume the position and a new Alternate Director and Delegate Member will be appointed.

Established: April 16, 1998

Revised/Reviewed Dates: January 20, 2005
 October 29, 2009
 October 27, 2011
 October 22, 2015
 September 27, 2018



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Board and Community
 • Community Relations
Policy: ADVOCACY

Policy Code: B-7.4
Page 1

The Kawartha Pine Ridge District School Board recognizes, and has adopted as one of its core values, its obligation to be accountable to the public it serves. It is vitally important that parents/guardians and communities are aware of the Board's success as a public institution, and areas in which it intends to improve.

In relation to that commitment, the Board will continue to positively advocate on behalf of those it serves to ensure that the aspirations of its students and parents are being met.

The Board will work in partnership with all of its education partners and stakeholders: locally, provincially and federally, to ensure its voice is heard on education matters of importance to those within its boundaries, and in support of the provision of high quality educational services.

In accordance with the Board's Character Attributes that inform all school and corporate activities, communications in support of its role as advocate will be provided with Integrity, in a Respectful, Fair and Honest manner.

Expenditures in this area will comply with existing Board policies and administrative regulations and may include membership fees to appropriate public organizations, such as the Ontario Public School Boards' Association (OPSBA).

The Board affirms its commitment to ongoing communication among school boards, education partners and governments as part of its efforts to ensure a reciprocal flow of information with students, parents/guardians, and community stakeholders.



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Annual Meetings and Committees of the Board **Policy Code:** B-2.2
Section: Board and Community

Established: October 7, 1999

Revised or

Reviewed: April 27, 2000; June 14, 2000; December 21, 2000; December 6, 2001; May 22, 2003; November 27, 2003; February 26, 2004; October 26, 2006; October 23, 2008; May 27, 2010; October 27, 2011; April 18, 2013; October 22, 2015; October 22, 2019; April 26, 2022; May 30, 2022; DRAFT March 20, 2023

1. POLICY STATEMENT

The Annual Meetings and Committees of the Board policy was developed in support of the Board of Trustees' legislated duties and obligations under the Education Act sections 207, 208 and 209.

The policy advances democratic decision-making through fair and respectful dialogue and debate. The Board will ensure that fairness, non-discrimination, anti-oppression, anti-racism, equity, acceptance and inclusion are integrated into Board and Committee practices.

2. OBJECTIVE

This policy establishes how the Board of Trustees will conduct their annual meetings and committees of the Board in the fulfillment of their governance and fiduciary responsibilities under the Education Act.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Meeting

For the purposes of this policy, Board Meeting or Meeting of the Board indicates a meeting of the Board of Trustees.

Board of Trustees

The elected governance branch of the Board.

Committee of the Board

For the purposes of this policy, committee of the Board or Board committee indicates a duly recognized committee of the Board of Trustees where the membership of the committee is made up of trustees and/or non-trustees as set forth in Board Policy B-2.2, Annual Meetings and Committees of the Board.

Designate

A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairperson or Director, as appropriate.

Ex Officio

A member of a committee by virtue of holding the position of Chairperson or Vice-chairperson of the Board. An ex officio member is not a regular member but has the same voting rights and privileges as any other member of a committee, except those committees where membership is established by legislation, regulation or contract.

In-camera

A meeting or a portion of a meeting of the Board or a committee which is closed to the public pursuant to section 207(2) of the Education Act.

Inaugural Meeting

A meeting conducted once every four years following the municipal election. The inaugural meeting shall occur within seven days of the beginning of the new electoral term.

Organizational Meeting

A meeting held in the second, third, and fourth years of the electoral term. The organizational meeting elects the Chairperson of the Board of Trustees for a one-year term section 208(4), (5), elects the Vice-chairperson, adopts a meeting schedule for Board and committee meetings for the following 12-month period and appoints members to statutory, advisory or other committees.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Quorum

The minimum number of members necessary to conduct a meeting, which represents a simple majority of members. Ex officio members may count towards quorum.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

4. APPLICATION

This policy applies to all Trustees.

5. RESPONSIBILITY

The primary responsibility for this policy rests with the Board of Trustees and the Director of Education.

This policy is enacted and administered by the Board of Trustees with support of the Director of Education and designated staff., and governs the actions of trustees in Board and Committee meetings.

6. POLICY

6.1 Annual Board Meetings ~~Board Meetings — Annual~~

~~The Board shall hold an Organizational Meeting annually meeting. Following the municipal election, and in~~ In accordance with the Education Act, the Board shall hold an inaugural meeting within seven days of the beginning of the new electoral term. In the second, third, and fourth years of the electoral term, the Board shall hold an organizational meeting at 7:00 p.m. on the fourth Tuesday in November with the Director of Education and Secretary of the Board presiding until the election of a Chairperson.

6.1.1 The Education Act, Sections 208 and 209, delineates certain procedures to be followed at the first meeting in December of each year of a board of education as follows:

6.1.1.1 the meeting shall be called in accordance with Section 208(2) of the Act,

6.1.1.2 Declarations of Office for all newly elected trustees must be completed and be on file,

6.1.1.3 Oaths of Allegiance for all newly elected trustees may be completed and be on file, and

6.1.1.4 the chief executive officer shall preside until the Chairperson has been chosen.

6.1.2 At the annual meeting, the Board shall elect a Chairperson using the following procedure:

6.1.2.1 nominations for the position of Chairperson will be from the floor;

- 6.1.2.2 nominations will be asked for three times following receipt of nominations and they then will be closed;
- 6.1.2.3 any trustee so nominated who wishes to decline nomination will advise accordingly at that time;
- 6.1.2.4 those nominated for Chairperson will be given an opportunity to speak prior to the ballot but subsequent to their nomination;
- 6.1.2.5 ballots will be completed by trustees, identifying a trustee for election of Chairperson;
- 6.1.2.6 ballots will be folded and placed in a ballot box by the Director of Education and Secretary of the Board and the Executive Liaison to the Trustees and Recording Secretary of the Board, and if the ballot results in a clear majority for a trustee (over fifty percent [50%] of those present) the trustee will be declared elected Chairperson, however if no trustee has a clear majority, the name of the person receiving the least number of votes will be omitted;
- 6.1.2.7 in the event of an equality of votes, lots will be drawn;
- 6.1.2.8 balloting will continue on the remaining names of this same plan until a Chairperson with a clear majority vote of the Board is elected;
- 6.1.2.9 the Director of Education and Secretary of the Board and the Executive Assistant to the Director of Education and Recording Secretary to the Board will act as scrutineers; and
- 6.1.2.10 the ballots will be destroyed after the annual meeting.

As soon as the new Chairperson has been elected, the Chairperson will assume the Chair and preside for the election of the Vice-chairperson using the same procedure outlined in Section 6.1.2.

- 6.1.3 The Board shall elect a Vice-chairperson.
- 6.1.4 The Board shall appoint a trustee or trustees to membership on the Board's Striking Committee.
- 6.1.5 The Board shall appoint trustees to membership on the Board's Expulsion Committee.
- 6.1.6 The Board shall, at its inaugural/organizational meeting, re-affirm the signing officers of the Board.

6.1.7 The Board shall approve interim financing arrangements, as required.

6.1.8 The Board shall confirm Board meeting dates for the year.

~~The Director of Education and Secretary of the Board, or designate, is authorized to appoint legal counsel when needed, or at direction of the Board.~~

6.2 Committees of the Board

6.2.1 Committee Structure

Each of the committees listed below will have at least the number of trustees listed in brackets as committee members. The Chairperson of the Board and the Vice-chairperson of the Board, without being named, shall be voting members of all committees except for legislated or contractual committees of the Board (IEAC, Audit, Expulsion, First Nations Education Services Agreement, Parent Involvement, SEAC and SAL). A member of administration shall act as resource person on all Board committees.

In the case where the committee structure calls for a Past-chairperson of the Board to fill a committee position and there is no Past-chairperson of the Board available to assign, a trustee will be appointed to fill the committee position.

6.2.1.1 Ad Hoc Committees

The Board may designate an ad hoc committee to consider a specific issue. The terms and conditions, composition, and timelines shall be approved by the Board. When the final report of such a committee has been submitted to the Board the committee will normally be dissolved.

6.2.1.2 Advisory Committees

The Board shall annually establish special committees, as follows:

6.2.1.2.1 Indigenous Education Advisory Committee (IEAC) (1),

6.2.1.2.2 Chairpersons' Committee (5) (Board Chairperson, Vice-chairperson, Past Chairperson, Chairperson of the Program Review Committee, and Chairperson of the Resource Committee)

(where a trustee holds more than one of the above positions, an alternate shall be selected by the Board),

6.2.1.2.3 Employee Recognition Committee (2)
(one of whom will be the Past Chairperson of the Board or designate who will Chair and act as emcee at the event),

6.2.1.2.4 Special Education Advisory Committee (SEAC) (2+1),

6.2.1.2.5 Striking Committee (5)
(Board Chairperson, Vice-chairperson, Past Chairperson, and two additional trustees),

6.2.1.2.6 Supervised Alternative Learning Committee (SAL) (2),

6.2.1.2.7 Suspension Committee (3),

6.2.1.2.8 Expulsion Committee (5 + 1 alternate),

6.2.1.2.9 Trustee Development Committee (3)
(Board Chairperson, Vice-chairperson and Past Chairperson),

6.2.1.2.10 Parent Involvement Committee (1),

6.2.1.2.11 Audit Committee (3)

Three trustees are appointed by the Board and two non-trustees are approved by the Board. This committee serves for the entire Trustee term.

6.2.1.3 Standing Committees

The Board shall annually establish standing committees, as follows:

6.2.1.3.1 Program Review Committee (5),

6.2.1.3.2 Resource Committee (5).

6.2.1.4 Community Committee Appointments

The Board shall annually appoint a trustee to community committees, as follows:

6.2.1.4.1 Kenner Collegiate Vocational Institute Foundation (1).

6.2.1.5 Staff Committees

The Board shall annually appoint trustees to staff committees, as follows:

6.2.1.5.1 Equity, Diversity and Inclusion Committee (2)

6.2.1.5.2 Real Estate Disposal Committee (1).

6.2.1.6 Committee of the Whole Board

The Board may establish committees of the whole to consider specific issues that require full Board consideration. All trustees shall be members and shall have the right to initiate motions and vote. The Board Chairperson, or designate, shall preside at the open session meetings, and the Vice-chairperson, or designate, at in-camera sessions.

6.2.1.7 Budget Committee of the Whole

The Board shall establish a ~~Committee of the Whole~~ Budget Committee, consisting of the entire Board, which is to be chaired by the Vice-chairperson of the Board in open session committee meetings, and chaired by the Budget Committee Vice-chairperson chosen by the Board in the in-camera sessions.

6.2.1.8 Statutory Committees

Statutory committees shall be constituted by the Board in accordance with the Education Act and Regulations.

6.2.1.9 First Nations Education Services Agreement Committee (1)

The committee meets quarterly and reports to the Board through the First Nations trustee.

6.2.2 Committee Functions for Pre-determined Committees

Note: Although it is intended that the responsibilities of various committees should constitute a cohesive unit, responsibilities may be shifted from one committee to another by the mutual agreement of the committees and of the Chairperson of the Board. In its role as a governance body it is

recognized that the main function of these standing Board committees is monitoring implementation of Board decisions not administering policy. Committees will provide trustees with an opportunity to more deeply understand a cross section of educational issues. Agenda items must be selected because they provide accountability of administration to the Board, not as micro-management of administrative functions.

6.2.2.1 Chairpersons' Committee

The Chairpersons' Committee consists of the Board Chairperson, Vice-chairperson, Past Chairperson, Chairperson of the Program Review Committee, and Chairperson of the Resource Committee. The Chairperson of the Board acts as the Chairperson of the Chairpersons' Committee. In the case where the Past Chairperson is Chairperson of either the Program Review Committee or the Resource Committee, another trustee will be appointed to the Chairpersons' Committee by the respective committee. The committee will meet during alternate months September to June or otherwise at the call of the Chairperson.

The Committee

- 6.2.2.1.1 reviews reports and recommendations of the Director of Education, or designate;
- 6.2.2.1.2 discusses issues of a personal nature affecting individual trustees or the Board generally and in the case of an issue involving a specific trustee, that trustee shall be notified and invited to attend the meeting; however, in matters involving direct litigation between the Board and a trustee, that trustee may be excluded from the meeting;
- 6.2.2.1.3 is responsible, with the Director of Education, for the recruitment and selection of supervisory officers and establishing contracts, terms and conditions, and renewals for personal services;
- 6.2.2.1.4 conducts the performance review of the Director of Education;
- 6.2.2.1.5 reviews and develops appropriate policy as necessary for recommendation to the Board;
- 6.2.2.1.6 provides for an information exchange between standing Committee Chairpersons, the Chairperson,

the Vice-chairperson, the Past Chairperson and the Director of Education;

- 6.2.2.1.7 makes recommendations to Board on such matters as the Chairperson considers complementary to the effective operation of the Board;
- 6.2.2.1.8 makes recommendations to the Board on such issues not specifically within the mandate of other committees; and
- 6.2.2.1.9 deals with such other matters as may be referred to the committee by the Board.

6.2.2.2 Program Review Committee

The Program Review Committee consists of five trustees, plus the Chairperson and Vice-chairperson of the Board (ex officio, and count as quorum). The committee members should elect one chairperson for both open and in-camera meetings each year in accordance with this policy. In order to enable responsibility to be shared amongst Board members, the Chairperson of the Program Review Committee will not Chair the Resource Committee. Committee meetings should be less than two hours in length and meet monthly from September to June.

The Committee

- 6.2.2.2.1 advises the Board on all matters of education policy including school programs, financial implications of same, student activities and welfare;
- 6.2.2.2.2 monitors administration's effective implementation and ensures evaluation of education programs offered across the district;
- 6.2.2.2.3 monitors student achievement through the use of qualitative and quantitative measures with a focus on improving student achievement;
- 6.2.2.2.4 reviews progress on the objectives in the Board's Strategic Priorities that affect curriculum and/or instruction;
- 6.2.2.2.5 provides information on specific human resources issues directly affecting delivery of program (e.g. professional development of administrators, resource

team model efficiency, technology, supporting aspiring administrators);

6.2.2.2.6 reviews school year calendar for submission to Board for approval for submission to Ministry of Education for approval;

6.2.2.2.7 reviews and develops appropriate policy as necessary for recommendation to the Board;

6.2.2.2.8 considers any matter affecting the Educational Services operation of the Board which in the opinion of the Committee Chairperson, or the Director of Education, ~~or Superintendent of Teaching and Learning, or Superintendents of Student Achievement~~ should be considered by the committee; and

6.2.2.2.9 deals with such other matters as may be referred to the committee by the Board.

6.2.2.3 Resource Committee

The Resource Committee consists of five trustees plus the Chairperson and Vice-chairperson of the Board (ex officio, and count as quorum). The committee members should elect one Chairperson for both open and in-camera meetings each year in accordance with this policy. In order to enable responsibility to be shared amongst Board members, the Chairperson of the Resource Committee will not Chair the Program Review Committee. Committee meetings should be less than two hours in length and should meet monthly from September to June.

The Committee

6.2.2.3.1 makes recommendations to Board on any action necessary to deal with all matters of Business and Corporate Services, School Operations (that are not Program related), including Human Resources, Finance, Information Technology, Plant Operations, and Transportation;

6.2.2.3.2 reviews progress on the objectives in the Board's Strategic Priorities that affect operations, facilities, broader human resources issues not directly affecting delivery of program;

- 6.2.2.3.3 reviews and develops appropriate policy as necessary for recommendation to the Board;

In the area of Human Resources

- 6.2.2.3.4 makes recommendations to the Board concerning wages and benefits of all non-bargaining employees except those in supervisory officer positions;
- 6.2.2.3.5 ensures the development of effective human resources practices including such areas as employment equity, Employee Assistance Program, benefits, workplace harassment, and human rights legislation;

In the area of School Operations

- 6.2.2.3.6 considers information and makes recommendations to the Board with respect to building maintenance, facility construction, acquisition and disposal of equipment, new pupil places, school councils, transportation, staffing, freedom of information, liability, automobile and property insurances, central services, boundary adjustments, school closure and consolidation, site acquisitions, purchasing, tendering and warehousing;

In the area of Business and Corporate Services

- 6.2.2.3.7 reviews Quarterly Variance Reports;
- 6.2.2.3.8 monitors the implementation of budget decisions throughout the year;
- 6.2.2.3.9 recommends the audited financial statements to the Board;
- 6.2.2.3.10 monitors implementation of technologies which will optimize the learning and administrative processes;
- 6.2.2.3.11 considers any matter affecting the Business and Administrative operation of the Board which in the opinion of the Committee Chairperson, or the Director of Education, or the Superintendent of Business and Corporate Services, the superintendent responsible for school operations, or the Superintendent of Human Resource Services, should be considered by the committee; and

6.2.2.3.12 deals with such other matters as may be referred to the committee by the Board.

6.2.2.4 Striking Committee

The Striking Committee, consisting of the Board Chairperson, Vice-chairperson, Past Chairperson and two other trustees, reviews trustee preferences. The mandate of the Striking Committee is to endeavour to give preference to trustees who have not been members of a committee for two or more consecutive years. Emphasizing the value of a variety of committee experiences for both trustees and the committees, in consultation with the Director of Education and Secretary, the committee shall prepare a list of committee members for approval by the Board. The report of the Striking Committee may be revised, and the recommendation(s) will be dealt with annually at the first regular Board meeting.

6.2.2.5 Trustee Development Committee

The Trustee Development Committee consisting of the Board Chairperson, Vice-chairperson, and Past Chairperson approves trustee attendance at conferences, conventions, or workshops using the following criteria for approval:

- 6.2.2.5.1 the anticipated benefit to the Board,
- 6.2.2.5.2 the interest of individual trustees,
- 6.2.2.5.3 previous conference attendance, and
- 6.2.2.5.4 budget considerations.

The Trustee Development committee will serve with the Director of Education, or designate, as a Trustee Orientation Committee.

The Trustee Orientation Committee will:

- 6.2.2.5.5 meet in the month of May prior to the election of trustees,
- 6.2.2.5.6 seek input from all trustees on the orientation program, and

- 6.2.2.5.7 schedule an initial orientation meeting to be held after the election and prior to the Inaugural Meeting of the new Board.

If a trustee is elected or appointed to the Board at a time other than the normal election time, the Board Chairperson will arrange for orientation, as necessary, using this policy as a guideline.

6.2.3 Rules of Committee Operation

- 6.2.3.1 Regular meetings of each committee should normally be scheduled monthly. Special meetings may be called by the Committee Chairperson.
- 6.2.3.2 The agenda for each meeting shall be prepared by the Committee Chairperson in consultation with the designated administrative resource person and may include those items:

- 6.2.3.2.1 referred to the committee by the Board,
- 6.2.3.2.2 suggested by an individual trustee,
- 6.2.3.2.3 initiated for study by the committee, or
- 6.2.3.2.4 suggested by the Director of Education and Secretary of the Board.

Note: Electronic copies will be forwarded to all trustees.

- 6.2.3.3 A committee may forward a recommendation to the Board on any matter:

- 6.2.3.3.1 which has been referred to it by the Board,
- 6.2.3.3.2 which administration has studied at the committee's direction, and/or
- 6.2.3.3.3 which the committee has initiated.

- 6.2.3.4 A committee may designate sub-committees as it deems advisable, but the rules of committee operation apply and the sub-committee must report to the parent committee.

- 6.2.3.5 Reports and recommendations shall be clear and concise. They shall be submitted as regular agenda items except as follows:

6.2.3.5.1 in-camera issues, and

6.2.3.5.2 urgent matters.

Note: In-camera issues will be reported separately. Urgent matters will be extracted from the regular report and presented on a supplementary Board agenda.

Where an urgent matter must be given early consideration by the Board, that item only may be extracted from the regular report and a committee report covering that issue only may be placed on supplementary agendas of the Board.

6.3 Trustee Membership in the Ontario Public School Boards' Association

6.3.1 The Board of Trustees recognizes the Ontario Public School Boards' Association as an incorporated, non-profit organization designed to represent and promote the interests and concerns of Ontario's public school trustees and public education. Membership will be provided in the Ontario Public School Boards' Association.

6.3.2 The Board of Trustees will annually review its membership in the Ontario Public School Boards' Association at the March Board meeting.

6.3.3 At its March Board meeting, the Board of Trustees will appoint one trustee to act as its Director and Delegate Member who will vote on behalf of the Board at the annual, general and regional Ontario Public School Boards' Association meetings. The Board of Trustees will also appoint another trustee who will act as an Alternate Director and Delegate Member in the absence of the Director and Delegate Member.

6.3.4 As appropriate, the Board of Trustees will participate in Ontario Public School Boards' Association sponsored events, respond to surveys and report on briefs from the Ontario Public School Boards' Association.

6.3.5 In the event that the Director and Delegate Member vacates the position prior to the end of the term, the Alternate Director and Delegate Member will assume the position and a new Alternate Director and Delegate Member will be appointed.

NOTE: Board Policy B-2.1, Board and Committee Meetings, applies to all committees covered by this policy.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.2, Code of Conduct](#)

[B-2.1, Board and Committee Meetings](#)

[B-3.2, Equity, Diversity and Inclusion](#)

8. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

[Education Statute Law Amendment Act \(Student Performance\), 2006](#)

[Municipal Conflict of Interest Act](#)

[Municipal Elections Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Regulation 463/97](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Budget Update**

INITIATOR: Steve Russell, Chairperson of the Board

BACKGROUND

1. The Chairpersons' Committee reviews the trustee budget and expenditures accounts at each Chairpersons' Committee Meeting.

STATUS

2. Below is the budget report for September 2022 – March 21, 2023.

<i>Account Description</i>	<i>Total</i>	<i>Budget</i>	<i>Available</i>	<i>% Spent</i>
Honorarium	86,100.26	155,766	69,665.74	55.2
Benefits (Mandatory Employer Health Tax)	4,786.31	8,752	3,965.69	54.7
P.D. Non-academic	18,630.02	28,000	9,369.98	66.5
P.D. Non-academic (Student Trustees)	4,717.65	10,000	5,282.35	47.5
Photocopying	534.16	6,000	5,465.84	8.9
Mileage	7,229.22	32,981	25,751.78	21.9
Other Travel	0	3,000	3,000	0
Telephone	3,706.41	13,900	10,193.59	26.7
Supplies	6,540.46	8,000	1,459.54	81.8
Grand Total:	\$132,244.49	\$266,399.00	\$134,154.51	49.1

RECOMMENDATION

1. That the Trustees' Budget Update Report, dated March 29, 2023, be received for information.

Steve Russell
Chairperson of the Board

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Expenditures to Date: September 1, 2022 to March 21, 2023**

INITIATOR: Steve Russell, Chairperson of the Board

BACKGROUND

1. The Board takes very seriously its obligations to be an open and accountable fiscal and administrative manager of public funds. All trustee purchases or expenses are submitted with itemized receipts for approval by the Chairperson of the Board. The Chairperson's expenditures are approved by the Superintendent of Business and Corporate Services.
2. In accordance with the Ministry of Education's Trustee Expenditure Guideline, and Board Policy BA-4.9, Expenses and Reimbursements for Trustees, each trustee's annual expenditure will be made public at the end of each school year.

STATUS

3. The following chart speaks to the expenditure of each trustee, for the current budget year, reflecting financial activity from September 1, 2022 to March 21, 2023.

Note: (a) Trustee Diane Lloyd was Chairperson of the Board during the period September 2022 to November 14, 2022.

(b) Trustee Angela Lloyd was Vice-chairperson of the Board from September 1, 2022 to November 14, 2022.

(c) Trustee Steve Russell became Chairperson of the Board on November 15, 2022.

(d) Trustee Jaine Klassen Jeninga became Vice-chairperson of the Board on November 15, 2022.

(e) Professional Development includes expenditures that are associated with attendance at conferences and local meetings and include expenses related to registration fees, accommodation, transportation, and meals.

<i>Trustee</i>	<i>Professional Development</i>	<i>Mileage or Other Travel</i>	<i>Cell Phone Expenses</i>	<i>Additional Expenses (Toner cartridges / supplies etc.)</i>	<i>Total</i>
Abraham, Cathy **	0.00	123.32	308.21	0.00	431.53
Brown, Paul	2,866.88	859.71	520.09	0.00	4,246.68
Brown, Terry	2,718.27	1,236.14	131.04	0.00	4,085.45
Conway, Sean	2,653.78	0.00	64.63	0.00	2,718.41
Dickson, Cyndi	2,901.32	1,382.84	350.05	0.00	4,634.21
Dupuis, Kailee	0.00	96.56	87.19	0.00	183.75
Flynn, Kathleen	2,653.78	0.00	588.50	0.00	3,242.28
Kitney, Rose	2,806.59	126.80	136.34	0.00	3,069.73
Klassen Jeninga, Jaine	2,679.52	1,534.30	189.84	0.00	4,403.66
Lloyd, Angela	2,854.95	396.81	275.80	0.00	3,527.56
Lloyd, Diane	2,653.78	1,055.94	129.59	0.00	3,839.31
Nyberg, Gail	0.00	281.94	64.91	0.00	346.85
Ojeda, Emilio	0.00	0.00	117.34	0.00	117.34
Russell, Steve	2,619.29	134.86	478.16	29.62	3,261.93
Mahfuz, Maria (Student Trustee)	2,918.23	0.00	135.54	0.00	3,053.77
Mitchell, Kelly (Student Trustee)	1,799.42	0.00	129.18	0.00	1,928.60
Abdella, Maryam (Student Trustee 2021-2022)	185.55	0.00	0.00	0.00	185.55
Deliveries to Trustees	0.00	0.00	0.00	0.00	0.00
Grand Total:	\$32,311.36	\$7,229.22	\$3,706.41	\$29.62	\$43,276.61

**Trustee Abraham is also President of the Ontario Public School Board Association (OPSBA). Professional Development fees for Trustee Abraham for 2022-2023 are funded by OPSBA.

RECOMMENDATION

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

Steve Russell
Chairperson of the Board