

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

REGULAR MEETING OF KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Tuesday, April 25, 2023 at 6:15 p.m.
(In-camera Session 6:15 p.m. – Open Session 7:00 p.m.)
Roy H. Wilfong Boardroom, Education Centre
1994 Fisher Drive, Peterborough, Ontario

Character Makes a Difference

The Character Attribute for April is ***Responsibility***.

A G E N D A

- ITEM 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT
- ITEM 2. COMMITTEE OF THE WHOLE
- ITEM 3. OPEN SESSION AND LAND ACKNOWLEDGEMENT (7:00 p.m.)
- ITEM 4. NATIONAL ANTHEM AND A MOMENT OF SILENCE
- ITEM 5. CHARACTER ATTRIBUTE – STUDENT TRUSTEE

ACCOLADES PRESENTATION

Courtice Secondary School (SS) Staff Member and Students:

Ahmed Ali Courtice SS	Alaa Gehani Courtice SS	Ayesha Iqbal Courtice SS
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Farrah Kherani Courtice SS	Munawara Mazlomyar Courtice SS	Shafin Shaw Courtice SS
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Neela Soleiman
Courtice SS

Volunteer Recipients:

Cassie Connell Charles Bowman PS	Lea Cooke Courtice North PS	Corinne Lessif Dr. Ross Tilley PS
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Mrs. Hoogwerf Brighton PS	Shelise Morgan Burnham PS	Kelly Glover Colborne PS
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Alec Reid Adam Scott CVI	Denise Dunford Apsley Central PS	Mary Coulas Edmison Heights PS
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ITEM 6. **ADOPTION OF AGENDA**

ITEM 7. **DECLARATIONS OF CONFLICTS OF INTEREST**

ITEM 8. **ADOPTION OF MINUTES**

- 8.1 For the Regular Meeting of Kawartha Pine Ridge District School Board held on Tuesday, March 28, 2023 – **

ITEM 9. **EDUCATIONAL PRESENTATIONS**

ITEM 10. **DELEGATIONS**

10.1 **DELEGATIONS (10 minutes)**

10.2 **DELEGATIONS (3 minutes)**

10.3 **DISPOSITION OF DELEGATION CONCERNS**

ITEM 11. **DIRECTOR'S UPDATE**

ITEM 12. **BUSINESS ARISING FROM THE MINUTES**

ITEM 13. **STUDENT TRUSTEE REPORT** – **

ITEM 14. **DECISION ITEMS**

14.1 **COMMITTEE DECISION REPORTS**

- 14.1.1 Chairpersons' Committee Report – **
14.1.2 Audit Committee Report – **

14.2 **DECISION REPORTS**

- 14.2.1 Campbellford District High School Renovations and Roof Replacement Tender – **
14.2.2 Norwood District High School Renovations and Roof Replacement Tender – **
14.2.3 Awards and Scholarships – Cobourg Collegiate Institute – **
14.2.4 Awards and Scholarships – Cobourg Collegiate Institute – **
14.2.5 Awards and Scholarships – Thomas A. Stewart Secondary School – **
14.2.6 Awards and Scholarships – Campbellford District High School – **

14.2.7 Awards and Scholarships – Peterborough Alternative and Continuing Education – **

ITEM 15. **ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION (OPSBA) REPORT**

ITEM 16. **CORRESPONDENCE**

ITEM 17. **INFORMATION ITEMS – CONSENT ITEMS**

17.1 Student Transportation of Central Ontario (STSCO) Governance Committee Report – **

17.2 Special Education Advisory Committee Report – **

17.3 Program Review Committee Report – **

17.4 Equity, Diversity and Inclusion Committee Report – **

ITEM 18. **BOARD MEMBER ADDITIONS**

ITEM 19. **FUTURE MEETING DATES** – **

ITEM 20. **QUESTION PERIOD**

ITEM 21. **REPORT OF THE COMMITTEE OF THE WHOLE IN-CAMERA SESSION**

ITEM 22. **ADJOURNMENT**

– **Copy Attached

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

April Character Attribute - *Responsibility*

Responsibility is an important trait that highlights reliability, trustworthiness, and dependability. A responsible person is someone who is willing to take ownership of their actions, decisions, and consequences. They understand that their choices impact not only themselves but also those around them, and they are willing to accept the outcomes that result from their actions. Being responsible also means fulfilling commitments and obligations, whether they are small or significant. Responsible individuals recognize the importance of making good choices and acting in ways that align with their values and beliefs. Ultimately, cultivating a sense of responsibility can help individuals build strong relationships, establish trust, and contribute positively to their communities.

As members of the Board, we have a significant responsibility to our students, staff, families, and community. Schools are not just a place of learning, but they play a pivotal role in shaping our future leaders. We essentially have the power to affect the future of our world with every decision we make because the choices we make have a direct impact on the lives of those in the KPR community. Therefore, we must be aware of this tremendous influence we possess. It is essential that we approach our role with intentionality and take accountability for the consequences of our actions. By cultivating a strong sense of responsibility, we can lead by example and inspire others to do the same. Let us take accountability for our decisions and strive to create a brighter future for our students, staff, families, and community.

SUBJECT TO BOARD APPROVAL

**DRAFT MINUTES OF THE REGULAR MEETING OF
KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**Tuesday, March 28, 2023 at 6:15 P.M.
Roy H. Wilfong Boardroom, Education Centre
1994 Fisher Drive, Peterborough, Ontario**

ATTENDANCE

Present: Steve Russell (Chairperson of the Board), Jaine Klassen Jeninga (Vice-chairperson of the Board), Cathy Abraham, Paul Brown, Terry Brown, Cyndi Dickson, Kathleen Flynn, Angela Lloyd, Diane Lloyd and Student Trustees Maria Mahfuz and Kelly Mitchell.

Trustee Sean Conway attended via Webex.

Regrets: Trustee Rose Kitney.

Also Present: R. Russo, D. McNaughton, J. Brake, A. Duncan, J. Ford, A. Foster, S. Gohil, M. Loya, J. Maliha; D. Fitzgerald, G. Kidd, G. Payne, D. Swift and J. Juszczynski.

A. Anirud attended via Webex.

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chairperson called the meeting to order at 6:15 p.m.

2. COMMITTEE OF THE WHOLE

It was,

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

(23-046) That the Board move into Committee of the Whole, In-camera (6:15 p.m.).

CARRIED

The Open Session of the meeting resumed at 7:03 p.m.

3. LAND ACKNOWLEDGEMENT

Trustee A. Lloyd respectfully acknowledged the Board was meeting on the traditional territory of the Mississauga First Nations.

4. NATIONAL ANTHEM AND A MOMENT OF SILENCE

The meeting was opened with the singing of the National Anthem followed by a Moment of Silence.

5. **CHARACTER ATTRIBUTE – STUDENT TRUSTEE**

Student Trustee Kelly Mitchell spoke to this month's character attribute, *Honesty*.

6. **ADOPTION OF AGENDA**

It was,

Moved by: Trustee Abraham
Seconded by: Trustee P. Brown

(23-047) **That the agenda be adopted to include the following topics under Board Member Additions:**

- Crestwood Hockey Team
- East Northumberland Secondary School Production of Matilda
- Paul Davis
- Burnham Public School Choir at Oshawa Generals Game
- Camborne Public School and Jump Rope for Heart
- Newcastle Public School Theatre
- Honour and Respect – Gifts of the Prince of Wales

CARRIED

7. **DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

8. **ADOPTION OF MINUTES**

8.1 **Regular Board Meeting – Tuesday, February 28, 2023**

It was,

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

(23-048) **That the minutes for the Regular Board meeting held on Tuesday, February 28, 2023 be adopted as recorded.**

CARRIED

9. **EDUCATIONAL PRESENTATIONS**

Nil.

10. **DELEGATIONS**

10.1 **DELEGATIONS (10 minutes)**

Nil.

10.2 **DELEGATIONS (3 minutes)**

Nil.

10.3 **DISPOSITION OF DELEGATION CONCERNS**

Nil.

CARRIED

11. **DIRECTOR'S UPDATE**

Director Russo began her update with an acknowledgement of the act of Islamophobia and anti-Muslim hate which took place at a Kawartha Pine Ridge District (KPR) school just before the March Break.

The incident of Islamophobia and acts of anti-Muslim hate caused serious, ongoing harm to students, staff, families and community members. Director Russo discussed that understanding, disrupting and dismantling Islamophobia is a priority that requires ongoing commitment. R. Russo affirmed KPR's ongoing commitment to repairing the harm that has resulted and to share that KPR is taking accountability and action for change. Through the leadership of Superintendent Maliha and the Equity, Diversity and Inclusion department the focus will be education and training to drive change with the support of local Muslim communities and the National Council of Canadian Muslims (NCCM), and looking to other districts to build an anti-Islamophobia strategy.

Director Russo discussed the Board Action Plan and the implementation of Succeed in Life goal two: promote mentally healthy learning and work environments where everyone feels welcomed, they matter, and they belong. Dr. Deanna Swift, Executive Officer, Mental Health and Wellness, shared a number of supports and training opportunities that have been offered to KPR staff and students including:

- a mental health reflection tool for K-12 educators which is used to support students to ensure that they see themselves reflected,
- Listen, Believe and Act resource from School Mental Health Ontario,
- the KPR developed resource Lend Your CALM, a stepped process to connecting with a colleague, asking how they are doing, listening, and teaching how to connect them to mentally healthy supports.

D. Swift shared examples of how these initiatives are being implemented in schools by discussing the Prince of Wales Mind Up program that is being utilized school wide and Central Public School's Chill Fair.

Director Russo shared that the consultation process for the renewal of KPR's strategic plan 2023-2026 will begin with the Your Voice, Your Plan campaign which will launch next week and will engage community, staff and families. Director Russo shared videos that will be used to promote participation in the plan that included messaging from Chairperson Russell, student trustees and the Director.

Board members received paper copies of a letter from Minister Lecce. R. Russo stated that in December 2022 a capital priorities submission was made to the Ministry of Education for a new school in the Clarke High School family of schools area noting that this letter was in acknowledgement of that submission. Director Russo informed the Board that a submission will once again be made when the Ministry sends out a new capital priorities request.

Director Russo took time to acknowledge that this is Superintendent Anne Marie Duncan's last Board meeting and she was thanked for her leadership and the impact that she has had on KPR.

The Board recessed at 7:30 p.m.

The Board reconvened at 7:48 p.m.

12. **BUSINESS ARISING FROM THE MINUTES**

Nil.

13. **STUDENT TRUSTEE REPORT**

Student Trustee Maria Mahfuz spoke to the report stating March is Women's History Month and discussed the many remarkable female leaders there are within KPR. It was also noted that the long-awaited March break allowed students and staff to rejuvenate for the rest of the academic year and observe various cultural and religious festivities.

Trustee Mahfuz spoke to the recent occurrence of Islamophobia at Courtice Secondary School (SS) noting the distress and concerns expressed by students in response to this event. Inspired by the incredible student leaders of Courtice SS's Muslim Students Association (MSA), Trustees Mahfuz and Mitchell have invited the association to speak at the next Student Leadership Group (SLG) meeting.

To ensure that student leadership during this term can have a lasting impact the priority of the SLG is to amplify student voices and create sustainable pathways to provide meaningful and authentic student voices. Discussions with SLG and principal advisors on the structure of the group and the function of the representation at SLG are taking place over the next few months, and the student trustees will be working on fulfilling the ambitious goals that have set. Thanks was offered to the Board for the support of these goals.

S. Russell, Chairperson of the Board, offered complements on an excellent report and noted his respect for the student trustees.

14. **DECISION ITEMS**

14.1 **COMMITTEE DECISION REPORTS**

14.1.1 **Resource Committee Report**

Trustee Abraham, Committee Chairperson, stated the committee met on March 1, 2023, and heard a delegation for the student accommodation plan for the elementary family of schools for Port Hope High School noting that the details of the plan have been shared twice before with the Board. Trustee Abraham provided a brief overview of the process noting that the committee recommends a second French Immersion Program be developed for the Port Hope area.

A Board member acknowledged that the community held a vital role in this process and discussed concern from the community regarding the transition plan and utilization of Ganaraska Trail Public School. The community would like the plan determined as soon as possible. It was further noted, the implementation of the transition of students into Beatrice Strong Public School needs to be announced with a plan in place.

Board members expressed their support for this plan. Question of clarification were asked and were addressed by Director Russo.

Trustee Abraham noted that in October 2022, Bill 88, Working for Workers Act 2022 (Bill 88), mandated that any employer with over 25 employees, must have an electronic monitoring policy in place and drew attention to the policy within the package.

Trustee Abraham discussed the Xerox Ontario Education Collaborative Marketplace (OECM) Office Multi-Function Devices and Managed Print Services Agreement has come forward for the renewal of Multi-Function Devices. The OECM cost to refresh the 334 devices and procure the software to support all KPR devices for the next five years is \$609,656.80 annually. The refresh of the 334 multi-function devices is scheduled to begin September 2023.

Trustee Abraham discussed Board Policy BA-3.1, Disposition of Annual Surplus/Deficit noting that this policy is no longer relevant as a standalone policy as it speaks to a practice that is well established through financial statement approval both at Resource Committee and Audit Committee.

Trustee Abraham noted that On October 25, 2022 the Board approved capital expenditures for Maintenance and Program Enhancements to schools. Included in the approved project listing was the Baltimore Public School Roof Replacement. A tender for the project was issued on January 30, 2023 and closed on February 21, 2023.

It was,

Moved by: Trustee Abraham

Seconded by: Trustee T. Brown

(23-049)

That a second Port Hope area French Immersion program be established at Beatrice Strong Public School, effective September 2024.

CARRIED

It was,

Moved by: Trustee Abraham

Seconded by: Trustee Flynn

(23-050)

That Draft Board Policy B-10, Electronic Monitoring, be approved.

CARRIED

It was,

Moved by: Trustee Abraham

Seconded by: Trustee P. Brown

(23-051)

That the Ontario Education Collaborative Marketplace Office Multi-Function Devices and Managed Print Services Agreement for the renewal of Multi-Function Devices, for a five-year period commencing July 2023, at a renewal price of \$609,656.80 per year, be approved.

CARRIED

It was,

Moved by: Trustee Abraham

Seconded by: Trustee A. Lloyd

(23-052)

That Board Policy BA-3.1, Disposition of Annual Surplus/Deficit, be rescinded.

CARRIED

It was,

Moved by: Trustee Abraham

Seconded by: Trustee Flynn

(23-053)

That the Baltimore Public School Roof Replacement Tender be awarded to Always Roofing Ltd. in the amount of \$1,251,460 including net taxes (2.16%).

CARRIED

It was,

Moved by: Trustee Abraham

Seconded by: Trustee Klassen Jeninga

(23-054)

That the Resource Committee Report, dated March 28, 2023, be received for information.

CARRIED

14.1.2 **Special Education Advisory Committee Report**

Committee Chairperson, A. Lloyd, stated the committee met on March 7, 2023 where the committee heard a powerful presentation on Empower Reading by The Hospital for Sick Children which included a deep look into the process and the effectiveness of the delivery of this program.

A number of administrative and association updates were provided to the committee, and correspondence that was received from the Avon Maitland District School Board's Special Education Advisory Committee was discussed. Trustee A. Lloyd discussed the large number of families requiring supports for many students with high needs and very specific diagnoses. Further discussed was the Special Incidence Portion (SIP) Claim Funding verses actual costs required to provide support to students and with that, the committee recommends that a letter be sent to the Minister of Education urging that the true cost associated with SIP claims be evaluated to address the gap in the funding envelope.

Questions of clarification were asked Board members and addressed by Trustee A. Lloyd.

A Board member recommended that the letter include a copy to public school board chairpersons.

It was,
Moved by: Trustee A. Lloyd
Seconded by: Trustee Dickson

- (23-055) **That the Special Education Advisory Committee send a letter to the Ministry of Education regarding Special Incidence Portion (SIP) funding.**

CARRIED

It was,
Moved by: Trustee A. Lloyd
Seconded by: Trustee Flynn

- (23-056) **That the Special Education Advisory Committee Report, dated March 28, 2023, be received for information.**

CARRIED

14.2 **DECISION REPORTS**

14.2.1 **Ontario Public School Boards' Association**

S. Russell, Chairperson of the Board, spoke to the report noting the Board recognizes educational advantages gained from trustee membership in organizations. The Board recognizes the Ontario Public School Boards' Association (OPSBA) as an incorporated, non-profit organization designed to represent and promote the interests and concerns of Ontario's public school trustees and public education.

In accordance with Board Policy B-4.1, Association Membership, the Board is to annually review its membership in OPSBA at the March Board meeting. At its March Board meeting, the Board is to 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 OPSBA 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.

Trustee A. Lloyd was nominated to the position of Director and Delegate Member to OPSBA from March 2023 to March 2024. After calling for further nominations three times, there were no further nominations.

It was,
Moved by: Trustee D. Lloyd
Seconded by: Trustee Dickson

- (23-057) **That Trustee A. Lloyd be appointed to the position of Director and Delegate member to OPSBA from March 2023 to March 2024.**

CARRIED

Trustee P. Brown was nominated to the position of Alternate Director and Delegate Member to OPSBA from March 2023 to March 2024. After calling for further nominations three times, there were no further nominations.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee T. Brown

- (23-058) **That Trustee P. Brown be appointed to the position of Alternate Director and Delegate member to OPSBA from March 2023 to March 2024.**

CARRIED

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Flynn

- (23-059) **That the Kawartha Pine Ridge District School Board reaffirm its membership in the Ontario Public School Boards' Association from March 2023 to March 2024.**

CARRIED

14.2.2 **Awards and Scholarships – Northumberland Area Secondary Schools**

Superintendent Brake stated Board Policy ES-4.2, Recognition of Student Success, indicates that Board approval, consistent with its values, purposes and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

J. Brake noted the Northumberland Manufacturers' Association would like to establish four annual awards to be known as the Northumberland Manufacturers Association Awards. The awards, in the amount of \$500 each, are to be presented to one graduating student at each of the Northumberland area secondary schools, Campbellford District High School, Cobourg Collegiate Institute, East Northumberland Secondary School and Port Hope High School. The award will be presented at the commencement ceremony annually to the recipients who have met the award criteria, by a representative from the Northumberland

Manufacturers' Association, until the donor and the school mutually agree to terminate the award.

It was,

Moved by: Trustee T. Brown

Seconded by: Trustee Flynn

(23-060)

That the Kawartha Pine Ridge District School Board approve the establishment of four annual Northumberland Manufacturers' Association Awards starting in the 2022-2023 school year, one in the amount of \$500 to be awarded to one graduating student at Campbellford District High School, one in the amount of \$500 to be awarded to one graduating student at Cobourg Collegiate Institute, one in the amount of \$500 to be awarded to one graduating student at East Northumberland Secondary School and one in the amount of \$500 to be awarded to one graduating student at Port Hope High School, who have met the award criteria.

CARRIED

15. **ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION (OPSBA) REPORT**

Trustee A. Lloyd, the Board's Delegate Member of OPSBA, noted the association has not met since the last Board meeting and the next meeting is scheduled for the end of April. Trustees were reminded that OPSBA's East Regional meeting will take place at Hiawatha First Nation's Gathering Place hosted by KPR. It was further shared that the Annual General Meeting (AGM) registration is now open, and the Board needs to make a decision who will attend this important event.

Trustee Abraham noted that OPSBA will celebrate its 35-year anniversary at the AGM.

16. **CORRESPONDENCE**

16.1 **The Corporation of the Municipality of Clarington**

S. Russell, Chairperson of the Board, spoke to the correspondence from the Corporation of the Municipality of Clarington.

Trustee Abraham asked that this correspondence be referred to the Chairpersons' Committee for further discussion and response.

It was,

Moved by: Trustee Abraham

Seconded by: Trustee Klassen Jeninga

- (23-061) That the correspondence from the Municipality of Clarington, dated March 28, 2023, be referred to the Chairpersons' Committee for further discussion and response.

CARRIED

17. **INFORMATION ITEMS – CONSENT ITEMS**

It was,

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

- (23-062) That the following agenda items for the March 28, 2023 Board meeting be received for information:

- Item 17.1 Program Review Committee Report
- Item 17.2 Employee Recognition Committee Report
- Item 17.3 Parent Involvement Committee Report

Requests were made by trustees to pull the following reports for comment and/or discussion:

- Item 17.1 Program Review Committee Report
- Item 17.2 Employee Recognition Committee Report

The motion was **CARRIED**

17.1 **Program Review Committee Report**

Trustee D. Lloyd reported that at its March 7, 2023 committee meeting, the committee heard an eLearning update for 2022-2023 school year and asked that Associate Director McNaughton provide an update.

D. McNaughton stated committee members heard of the positive impacts of KPR's involvement with Ontario eLearning Consortium to provide course and schedule options to students, and discussed eLearning Hubs that support smaller schools and students in eLearning.

Associate Director McNaughton discussed literacy at KPR and the impact for students as KPR educators use the framework and supports of Readers Now, the Ontario Human Rights Commission's Right to Read inquiry, and the Ministry of Education's Effective Early Reading Instruction Guide.

D. McNaughton reviewed the tiered approach KPR uses to address reading instruction for students in Kindergarten to Grade 8. Tier 1 instruction (support for all students), Tier 2 interventions (support for some students) and Tier 3 intensive support (support for few students).

Further discussed was the soon to be released revised elementary language and Grade 9 English curriculum, the phasing out of the Reading Recovery program, and pilot work around universal screeners of reading for Kindergarten to Grade 2 students.

A Board member discussed the Empower Reading program and the positive effect seen firsthand at Norwood District Public School while students were working with an Early Intervention Teacher. Gratitude was expressed for the work being done for students within the KPR system.

17.2 **Employee Recognition Committee Report**

Trustee D. Lloyd drew attention to the scheduled Employee Recognition Dinner on June 6, 2023 noting that jobs are assigned to trustees attending. Board members were asked to confirm attendance with the committee that they may plan accordingly.

18. **BOARD MEMBER ADDITIONS**

Trustee A. Lloyd discussed the importance of school activities for students and noted that they were not experienced during the pandemic. It was shared that she recently had the opportunity to attend a hockey game for the Crestwood Secondary School team at the COSSA finals and how very well the team played. The team won the championship, which hasn't been achieved in many years. The trustee noted that what happens in schools is important to students' learning, but other opportunities help shape who the students become. Congratulations were offered to the team.

Trustee Dickson shared that East Northumberland Secondary School has a long successful history for holding school musicals and noted that *Matilda the Musical* will be performed on April 27, 28, 29 and May 4,5,6, and if Board members are interested, tickets are now being sold.

Trustee Klassen Jeninga stated that March is Jump Rope for Heart month and noted that schools across Canada participate in this initiative. She offered a shout out to Camborne Public School, whose goal was originally to raise \$2000 however, \$8297 was raised and the school finished second in all of Canada for fundraising in this event. It was further shared that Burnham Public School Choir, was invited to sing O Canada at the Oshawa Generals Game on Sunday. She offered congratulations for being invited and doing such a fantastic job. Finally, it was noted that North Hope and Plainville Public Schools will have Paul Davis speaking to both schools regarding internet safety and how to apply knowledge about network safety. The session will be offered during the day to students and in the evening for parents on April 11, 2023.

Trustee Abraham shared that she and Superintendent Gohil had the opportunity to attend a musical by Newcastle Public School titled *Welcome to the Jungle*. All 720 Newcastle Public School students had a role in the play, and it was provided

in both French and English. Congratulations were offered to KPR teacher Brad McMaster who wrote the musical and was the director. Six showings were offered, and all were sold out.

Trustee Conway shared that in 1860 during a Royal Tour of greater Kawartha region Prince Albert visited the Rice Lake Village (now known as Hiawatha First Nation) and received gifts of 13 birch bark baskets that were quilled and beaded. The Royal Collection from the Isle of Man will be on a special exhibit on April 22, 2023 featuring speakers and learning opportunities at Peterborough Museum and Archives with the support of Hiawatha First Nation. Outreach will be made to local area schools with information regarding this event.

19. **FUTURE MEETING DATES**

Chairperson Russell drew attention to the future meeting dates listed in the Board agenda.

20. **QUESTION PERIOD**

Chairperson Russell opened the meeting to questions from the floor.

It was,

Moved by: Trustee T. Brown
Seconded by: Trustee Dickson

(23-063) **That the Board reconvene in In-camera Session to complete unfinished business (8:51 p.m.).**

CARRIED

The Board reconvened in Open Session 9:18 p.m.

21. **REPORT OF THE COMMITTEE OF THE WHOLE IN-CAMERA SESSION**

21.1 **Resource Committee Report – Recommendations 1 and 2**

It was,

Moved by: Trustee Klassen Jeninga
Seconded by: Trustee Abraham

(23-064) **That the Resource Committee Report, Agenda Item IC.8.2, Recommendations 1 and 2, considered in the In-camera Session of the Board meeting on Tuesday, March 28, 2023 be approved.**

CARRIED

22. **ADJOURNMENT**

It was,

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

(23-065) That the meeting be adjourned (9:19 p.m.).

CARRIED

Steve Russell
Chairperson of the Board

Rita Russo
Director of Education
and Secretary of the Board

Kawartha Pine Ridge
District School Board

Student Trustees Report

Student Trustees Kelly Mitchell and Maria Mahfuz

In the month of April, students have been enjoying the new spring season. The warm weather has brightened up schools and rejuvenated students' energy. It has been lovely to see all the new motivation students have acquired by this change in the weather. With the change in season comes the onset of celebrations as well. Many holidays were celebrated throughout the month of April, and all students were able to learn and share in all celebrations.

In late March, the Student Leadership Group (SLG) held a meeting with a main focus on equity and inclusion. We were thankful to hear a presentation from Courtice's Muslim Students Association (MSA). The presentation focused on encouraging students to create their own equity groups at school and giving them the resources to take on these projects. There was also an informative question period which allowed students to seek out more detail on how Courtice's MSA is operated.

Students also came with reports from their own schools and shared information about their own schools' stories of creating events and initiatives which are inclusive to all. Many schools are hopeful that more resources can be allocated to help streamline the process of creating these equity groups. Utilizing these resources would ensure all students felt safe and welcomed by peers in KPR environments, and this would improve schools overall.

Student Trustee Mahfuz and I continue to strive to utilize our positions to ensure KPR is achieving its board's action plan, which includes: SP - EC 2 to "Cultivate leadership in our students, staff, schools and communities", and SA - EC 1 to "Engage and empower students and community to share their voices and experience in education." These are the actions we are striving to achieve through our changes to student leadership at KPR. This month we focused on research to accurately make fact-based changes to the leadership process. We communicated with other schools through OSTA-AECO (Ontario Student Trustees Association -Association Education Conseil de l'Ontario) to seek feedback on our reconstruction plans. We have also been updating our incoming Student Trustees on our progress, to ensure that our work will be carried on past the end of this term. With these changes, we hope to rejuvenate the leadership at KPR, and to ensure the student voice will be better amplified.

A special event that is starting up at many schools across KPR is the Relay for Life fundraiser. Relay for Life is a part of the Canadian Cancer Society and the Relay for Life event planning and process helps student leaders cultivate the necessary skills to fund raise and create events to further cancer research. Relay for Life recently hosted a Relay University, where schools collaborated with each other across the province in order to share ideas, strategies and information to enhance the running of Relay for Life events. At Relay University 2023, two KPR schools were recognized with Courtice Secondary School winning the Most Spirited Award and Adam Scott CVI earning a Five-Year Dedication Award. Throughout the rest of April and leading into May and June, many KPR schools will be hosting events and fundraisers to help support the Canadian Cancer Society, and Student Trustee Mahfuz and I invite and encourage all of you at the Board table to reach out and attend these events. Relay for Life gives students both the platform and the chance to develop the necessary skills to really make a difference in their communities, and it allows students to gain new experiences and cultivate their leadership skills, all while having an amazing time.

April is a busy month for students in the KPR board, as the end of the year draws closer. It can be hectic, but it still remains important to seek out rest and recovery in everyday life. Student Trustee Mahfuz and I wish to encourage all in the KPR board, students and staff, to use April as a time of reflection and peace, and to continue to strive for excellence in daily life.

Kelly Mitchell,
Student Trustee

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

CHAIRPERSONS' COMMITTEE REPORT

The committee met on March 29, 2023 and reports as follows.

ATTENDANCE

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

Trustees Jaine Klassen Jeninga (Vice-chairperson of the Board) and Diane Lloyd attended via Webex.

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

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

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

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

Director Russo presented the report to the committee, noting at the October 17, 2022 Chairpersons' Committee meeting, a report requesting that Board Policy B-2.1, Board and Committee Meetings, be revised to reflect provisions contained in Ontario Regulation 463/97, Electronic Meetings and Meeting Attendance was presented to the committee. Upon review and discussion, the committee recommended that the policy be returned to senior administration for a fulsome review.

The committee reviewed the suggested revisions within the policy which included updated formatting, language changes to match current practices and the recommendations which was made by the Chairpersons' Committee at the January 18, 2023 meeting. Attention was drawn to page three, where R. Russo highlighted the addition of a legal statement which speaks to the recommendation to rescind Board Policy BA-1.6, Legal Matters.

Committee members asked questions of clarification which were responded to by Director Russo and a motion was adopted to approve Board Policy B-2.1, Board and Committee Meetings (Appendix A) as revised.

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

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

Annual Meetings and Committees of the Board (Appendix E) have been reviewed using the framework established in May 2022 which asks the following questions:

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

Committee members heard, using this framework, it was determined that Board Policy B-1.6, Legal Matters be rescinded and embedded within B-2.1, Board and Committee Meetings. Board Policy B-4.1, Association Membership can be rescinded and embedded within Board Policy B.2.2, Annual Meetings and Committees of the Board. Board Policy B-7.4, Advocacy, is a deeply rooted practice and can be rescinded.

Following a brief discussion and questions of clarification, committee members made recommendations for further edits. Within Board Policy B-2.2, Annual Meetings and Committees of the Board, items 6.3.1, 6.3.2 and 6.3.3 will be aligned with the Annual Meeting of the Board with the Director and Delegate Member and Alternate Director and Delegate Member to Ontario Public School Boards' Association (OPSBA) being assigned at the same time trustees are assigned to committees at the Annual Meeting of the Board each year.

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

Motions were adopted to rescind Board Policies B-1.6, Legal Matters, B-4.1, Association Membership and B-7.4, Advocacy, and to approve Board Policy B-2.2, Annual Meetings and Committees of the Board as revised.

Correspondence – Council of the Municipality of Clarington

Committee Chairperson S. Russell noted the correspondence received from the Council of the Municipality of Clarington was referred by the Board to the Chairpersons' Committee.

Following discussion, a motion was approved to have a letter sent to the Council of the Municipality of Clarington thanking them for their support of a new build in Clarington for the Clarke High School family of schools. Following further discussion, a motion was adopted to send a letter to Minister Lecce and Member of Provincial Parliament (MPP) Piccini stating the Board's support of the Council's resolution and thanking them for attending a meeting at Clarke High School and The Pines Senior Public School.

Equity Fund Discussion

Director Russo stated at the January 24, 2023 Board meeting Board Policy B-4.9, Expenses and Reimbursements for Trustees, along with supporting Administrative Regulation B-4.9.1, were reviewed. During that meeting a Board member requested an amendment to the Administrative Regulation to include the development of an equity fund and discussion concerns and questions consisted of:

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

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

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

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

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

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

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

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

The committee was informed that Board Policy B-4.9, Expenses and Reimbursements for Trustees is in alignment with 191.2 within the Education Act, authority of school boards to reimburse for travel and other expenses, where it states:

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

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

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

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

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

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

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

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

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

CHAIRPERSONS' COMMITTEE REPORT

Committee members engaged in an in-depth discussion and asked questions of clarification from Director Russo. A recommendation was placed on the table that Administrative Regulation B-4.6.1 be amended to include dependent care as an allowable expense as outlined in the OPS directive, however was defeated.

Trustee Budget Update

S. Russell, Committee Chairperson and Chairperson of the Board, reviewed the Budget Report with committee members stating 49.1% of the budget has been spent thus far and noted there are still outstanding expense claims to be submitted.

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

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

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

RECOMMENDATIONS

1. That Board Policy B-2.1, Board and Committee Meetings, be approved as revised.
2. That Board Policy B-1.6, Legal Matters, be rescinded.
3. That Board Policy B-4.1, Association Membership, be rescinded.
4. That Board Policy B-7.4 Advocacy, be rescinded.
5. That Board Policy B-2.2, Annual Meetings and Committees of the Board, be approved as revised.
6. That the Board send a letter to the Council of the Municipality of Clarington thanking them for the support through Resolution #C-053-23 of a new school build in the Clarke High School region of Clarington.
7. That the Board send a letter to Minister of Education Lecce and Member of Provincial Parliament (MPP) Piccini expressing the Board's support of the Council of the Municipality of Clarington's resolution and thanking them for their attendance at Clarke High School and The Pines Senior Public School.
8. That the Chairpersons' Committee Report, dated April 25, 2023, be received for information.

Steve Russell
Committee Chairperson



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

POLICY STATEMENT

Section: Board and Community

 • **General**
Policy Code: B-1.6**Policy: LEGAL MATTERS****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; DRAFT March 29, 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 Annual 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.~~

6.2.1.76 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.

6.2.1.87 Statutory Committees

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

6.2.1.98 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 boards 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~~ Annual Board meeting.

6.3.3 At its ~~March~~ Annual 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

AUDIT COMMITTEE REPORT

The committee met on April 3, 2023, and reports as follows.

ATTENDANCE

Present: Trustees Paul Brown (Committee Chairperson) and Terry Brown.

Trustee Sean Conway; Milena Ceglie and Alison McLaren attended via the Webex platform.

Also Present: R. Russo, A. Foster, C. McKeen, M. Tran, C. Pike, A. Bhayani, R. Steinginga and M. Williams.

J. Henderson attended via the Webex platform.

AUDITOR REPORTS

Internal Audit Update

A. Bhayani, Senior Regional Internal Auditor, reported on the status of the Regional Internal Audit Plan. In speaking to the Legislative Compliance Audit, the Regional Internal Audit Team (RIAT) has developed a universe which includes over 250 ranked legislations and regulations that school boards are required to comply with. During Phase One of the audit, the RIAT met with the portfolio holders to confirm the inherent ranking of the legislation and to identify the person(s) with responsibility for ensuring compliance for those rated as critical and high risk. Overall, senior administration identified 11 legislations/regulations as critical and 64 as high. During Phase two of this project, management documented the controls and identified residual risks for high and critical items.

The RIAT will visit a selection of schools to provide management with an independent and objective assessment of the collection and use of School Generated Funds during the 2022-2023 school year. The RIAT has completed planning, in consultation with management, and issued the Terms of Reference. School visits will be conducted during April 2023.

Report of the External Auditors

Richard Steinginga, representing Baker Tilly KDN LLP, reviewed the overall objectives and scope of the Audit Plan for 2023 (Appendix A) including planned audit procedures, dates for field work, fees, accounting services and quality control procedures.

R. Steinginga provided a review of the Audit Committee Planning Letter (Appendix B), detailing auditor independence, responsibilities of auditors and Audit Committee members, significant accounting principles and procedures, materiality and other matters. Audit procedures include a combination of tests and controls to evaluate

AUDIT COMMITTEE REPORT

whether effective controls are in place and detect any material misstatements. It was noted that the audit does not relieve management or those responsible for governance of their responsibilities and there is a duty to prevent and detect illegal actions.

R. Steiginga also presented the standard Engagement Letter (Appendix C) which speaks to the objective, scope and limitations of the audit and the responsibilities of each party.

DECISION ITEMS**Audit Services**

Superintendent Foster reported that a competitive Request for Proposals was issued in October 2018 for Audit Services for a period not to exceed five years, beginning with the fiscal period ending August 31, 2019. The firm of Baker Tilly KDN LLP was appointed auditor for the Kawartha Pine Ridge District School Board, for a term of five years, through to the fiscal year September 1, 2022 to August 31, 2023, and has fulfilled their contractual obligations in a timely and efficient manner. Administration supports the recommendation for reappointment.

INFORMATION ITEMS**Asset Retirement Obligations Summary**

Superintendent Foster reported that the Education Act requires school boards to prepare their financial statements in accordance with Public Sector Accounting Board (PSAB) standards.

Asset Retirement Obligations is a new standard and is a requirement under PSAB. This standard will be applied retroactively. Impacts of this change will be recorded in the financial statements under the prior year figures (2021-2022).

R. Steiginga presented an Asset Retirement Obligations summary outlining the board and external auditor responsibilities for reporting.

RECOMMENDATIONS

1. That the 2023 External Audit Plan be approved.
2. That Baker Tilly KDN LLP be appointed auditor for Kawartha Pine Ridge District School Board for the fiscal year September 1, 2022 to August 31, 2023.
3. That the Audit Committee Report, dated April 25, 2023, be received for information.

Paul Brown
Committee Chairperson



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KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
2023 AUDIT PLAN

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KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

2023 Audit Plan

I. AUDIT PLANNING

Purpose and use of report

To enhance the effectiveness of the external audit process and to facilitate our effective approach of working with management to minimize our fees by involving your staff to the greatest extent possible, we are providing you with a written audit plan. This document is for use by both the Kawartha Pine Ridge District School Board (School Board) and our audit staff in planning the timing and audit emphasis of procedures which we propose to carry out during the audit.

A properly developed Audit Plan also meets the following three specific requirements of auditors:

1. Canadian generally accepted auditing standards require that audits be adequately planned and properly executed and a documented audit plan provides the basis for meeting this requirement.
2. It ensures coordination of audit activities with management's activities such as changes in School Board personnel, modification of financial systems or changes in emphasis of administrative activities.
3. The preparation of an audit plan assists the Audit Committee in reviewing and making suggestions to the overall scope of the external auditor's activities.

While the purpose of our planned audit activities is directed towards ultimately expressing a professional opinion on the financial statements, an important by-product of these services is the ability to provide practical management advice to all levels of personnel at the School Board. As auditors, we must be cognizant of areas where our knowledge gained, and experience developed, at the School Board and other organizations can assist in providing useful recommendations and advice. Accordingly, the audit staff is encouraged to make suggestions regarding areas where they believe the School Board could improve operating results and where work could be completed in a more efficient and timely manner. Any such information will be discussed with management and summarized in our year end letter to management.

The audit plan has been prepared in a flexible manner to accommodate any modifications which may be required as a result of matters discovered during the course of any of our audit activities or as a result of significant operating changes of which we are not yet aware.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**2023 Audit Plan**

I. AUDIT PLANNING (continued)**Key dates****(a) Meetings**

(i)	Audit Committee	April 3, 2023	Review and approve audit plan
(ii)	Audit Committee	November, 2023	Review draft audited consolidated financial statements
(iii)	Board of Trustees	November, 2023	Approve consolidated financial statements

(b) Audit field work

(i)	School visits	August – September 2023
(ii)	Interim audit and systems documentation	July 2023
(iii)	Complete interim and audit of school banking summary	Late September 2023
(iv)	Audit of the consolidated financial statements	October 16 to 27, 2023

(c) Deliverables

(i)	Draft auditor's report	November, 2023
(ii)	Draft management letter	November, 2023

(d) Statutory filing deadlines

(i)	EFIS forms	November 15, 2023
(ii)	Audited consolidated financial statements (expected)	December 1, 2023

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

2023 Audit Plan

I. AUDIT PLANNING (continued)

Use of client's accounting staff

We would like to use the School Board's staff to the greatest extent possible through the performance of many tasks ranging from the retrieval of source documents from School Boards files to the preparation of year end working papers.

Although we have gained efficiencies using client's personnel, the audit staff must be continually alert as to other areas where the use of client staff or alternative audit procedures can result in improved audit effectiveness.

Audit fee budget

Estimated fees are based on the Pricing Schedule in the 2018 Audit Proposal.

	<u>Total Fee</u>
<i>Year End Audit</i>	
Kawartha Pine Ridge District School Board	\$ 43,300
STSCO	<u>3,470</u>
<i>Subtotal</i>	<u>45,850</u>
<i>Other reports</i>	
March report	<u>5,840</u>
Total	<u>\$ 52,610</u>

There will be some additional audit fees related to the implementation of Public Sector Accounting Board Section 3280 – Asset Retirement Obligations which is now effective for the August 31, 2023 year end. The additional fees are normally not significant as the Ministry provides detailed instructions on how to calculate these impacts and provides financial statement preparation guidance. Depending on the Ministry requirements, which have not been issued yet, this may have an impact on the number of procedures required for the March report and therefore may have an impact on the cost of that report.

Accounting services

If any situation should arise, we would discuss the matter with the Senior Staff prior to any additional work being performed. These services may include assistance with preparation of the consolidated financial statements, EFIS, and restatement of prior year consolidated financial statements.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

2023 Audit Plan

I. AUDIT PLANNING (continued)

Materiality

At the planning stage of the audit, materiality is considered in determining the nature, extent and timing of audit procedures. The consolidated materiality used in developing our audit procedures is based on total revenues. Currently, we are planning to use a materiality of \$8,000,000. This materiality is only an estimate based on prior amounts. If final year-end figures differ significantly, materiality will be adjusted accordingly.

Staffing

The engagement team will be as follows:

Richard Steinginga CPA, CA, Lead Partner
Joanna Park CPA, CA, Partner
Veronica Mason CPA, CA, Senior Manager
Chelsea Didone CPA, CA, Manager

Assumptions

Since our prime responsibility will be to express an opinion on the consolidated financial statements of Kawartha Pine Ridge District School Board, our audit approach will be based upon the following assumptions:

- i) That the accounting transactions and monthly reconciliations are completed, reviewed and accurate.
- ii) That School Board Finance staff will prepare such schedules, analyses, and other information for the School Board and its internal departments and have them available prior to the start of the audit. The Finance staff will also prepare the consolidated financial statements and the EFIS submission.
- iii) That effective systems of internal controls continue to be adhered to as have been described to us.

Based on these assumptions being met, we can meet our professional standards and provide high quality professional service to you on a cost-efficient basis.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

2023 Audit Plan

II. PLANNED AUDIT PROCEDURES

Interim Audit - Systems Review, Internal Control Evaluation, Testing and Recommendations

In order to meet our professional standards we review the accounting systems and related systems of internal control. Internal controls within the accounting system that we intend to rely upon for audit purposes are tested to ensure that they have operated effectively throughout the year. This reliance allows us to attain audit evidence in a cost-effective manner, and the effectiveness of the internal control structure guides us in determining the extent of our substantive audit testing.

Should we determine that there are weaknesses in the system of internal controls, they will be reported to you. Where weaknesses are identified, we will suggest alternatives to allow improvements, where possible. With our significant experience in the public sector realm, you benefit from our knowledge of working with many different systems and knowing what "works best" in various circumstances.

Year End Audit

Our year end visit emphasizes detailed examination of transactions and balances reported on your consolidated financial statements. Much of the testing of transactions processed through your accounting systems will have been sampled and tested during the interim audit. We then update these tests for a sample of items processed since our interim visit. Our risk based audit approach will focus our audit efforts on significant items in the year end. This approach ensures the audit process is efficient as possible for us and the School Board. We will co-ordinate our efforts to complete our field work according to the prearranged deadlines, as set out in the key date section of this plan.

Should we discover any information or situation which would otherwise lead to the inclusion of a qualified opinion with respect to the School Board's consolidated financial statements, we will immediately inform and fully discuss such matters with the Superintendent of Education: Business and Corporate Services and the Senior Managers of the Finance Department and then the Audit Committee.

Approach to Sampling

The extent of testing is based on our professional judgement, incorporating our risk assessment, the effectiveness of controls over the business processes and dollar value significance of the transaction. Non-routine and complex transactions are singled out for detailed scrutiny.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

2023 Audit Plan

II. PLANNED AUDIT PROCEDURES (continued)

Management Letters

We provide constructive advice to streamline the operations of our clients. We place a high priority on meaningful and timely management letters designed to enhance internal controls and communicate regulatory matters of importance and identify opportunities to enhance operational performance.

Our management letter will be drafted at the end of the audit and presented to your Superintendent of Education: Business and Corporate Services and the Senior Managers of the Finance Department for discussion. The letters will then be finalized incorporating management comments for the final version to be included in the Superintendent of Education: Business and Corporate Services' report to the Audit Committee.

Quality Control Procedures

We always strive to deliver service of the highest quality to all our clients. Baker Tilly KDN LLP will meet this objective in two ways. First, we focus on quality during our field work by placing senior people in the field for project management. This gives us flexibility to fine tune our field work to adapt to ongoing changes in your operations.

Second, our service and technical review policies provide a double check to ensure we meet our clients' needs and maintain a high level of technical excellence. The quality control procedures will include:

- **File Review.** The quality of the service will be enhanced by a requirement that all work be reviewed by a team member more senior than the person performing the work. This will include the review of working papers by partners and managers.
- **Concurring Audit Review.** We have another partner with relevant experience review the consolidated financial statements and management letters and participate in the discussion and resolution of significant accounting and reporting matters.

Meetings

We will attend such meetings as are called to discuss our work and reports and shall provide such information as requested to enhance the understanding of the Trustees concerning matters pertaining to the annual consolidated financial statements. In addition to reviewing draft consolidated financial statements with staff, we would attend the Audit Committee and/or Board of Trustees to present our comments as a result of our audit.



April 3, 2023

Members of the Audit Committee
Kawartha Pine Ridge District School Board
1994 Fisher Drive
Peterborough, Ontario
K9J 6X6

Baker Tilly KDN LLP
272 Charlotte St.
Peterborough, ON
Canada K9J 2V4

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Re: Audit of the Consolidated Financial Statements of the Kawartha Pine Ridge District School Board

Dear Members of the Audit Committee:

This report is intended solely for the use of the Audit Committee and should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

We have been engaged to express an audit opinion on the consolidated financial statements of the Kawartha Pine Ridge District School Board ("the Board") for the year ended August 31, 2023. Canadian Auditing Standards ("CAS") require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

Auditor Independence

CAS require communications with audit committees, or other appropriate parties responsible for governance, at least annually, regarding all relationships between the Board and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

We will, through our planning process, identify any potential independence threats and will communicate any concerns we identify. The Board, management and the Audit Committee have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the Board and its auditor. You must also bring to our attention any concerns you may have, or any knowledge of situations or relationships between the Board, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario) and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;

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- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the Board and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Baker Tilly Canada offices are independent with respect to the Board within the meaning of the Rules of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario).

Our Responsibilities as Auditor

As stated in the engagement letter, our responsibility as auditor of your Board is to express an opinion on whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Board in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern; and
- Evaluating the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

As part of our audit, we will obtain a sufficient understanding of the business and internal control structure of the Board to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team must undertake a documented planning process prior to commencement of the audit to identify concerns, address independence considerations, assess the engagement team requirements, and plan the audit work and timing. It may be necessary to contact members of the Audit Committee if significant matters arise from planning procedures.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the Board's financial statements.

Audit Committee Members' Responsibilities

The Audit Committee's role is to act in an objective, independent capacity as a liaison between the auditor, management and the Board of Trustees to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Audit Committee's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or the Independent Auditor's Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and recommend the draft financial statements be passed to the Board of Trustees for approval.

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of the Kawartha Pine Ridge District School Board is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, will be limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under CAS, which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect of its consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, we will communicate this information directly to the Audit Committee.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or the Audit Committee becomes aware of circumstances under which the Board may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Related Party Transactions

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that any related party transactions that are identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian Public Sector Accounting Standards, and have been reviewed with you. Management is required to advise us if any related party transactions have occurred that have not been disclosed to us. The Audit Committee is required to advise us if they are aware of or suspect any other related party transactions have occurred which have not been disclosed in the financial statements.

Significant Accounting Principles and Policies

The Board's financial statements will be prepared by management using various accounting principles, which have been incorporated into the Board's accounting policies and disclosed in the notes to the financial statements. Where accounting policies have changed from one period to the next, such changes will be noted and the effect of these changes will be disclosed.

The accounting policies adopted may be acceptable policies under Canadian Public Sector Accounting Standards; however, alternative policies may also be acceptable under Canadian Public Sector Accounting Standards. The Board and the Audit Committee have a responsibility to not adopt extreme or inappropriate interpretations of Canadian Public Sector Accounting Standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the Board.

The Audit Committee has a responsibility to review the accounting policies adopted by the Board, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of the Audit Committee are concerned that the adoption or change of an accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and the auditor. If the Audit Committee believes that a policy or policies adopted are inappropriate or produce a misleading result in the circumstances, these concerns should be discussed with us directly, either privately or in Audit Committee meetings.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Materiality

Materiality is defined as:

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

We plan to use an overall materiality of \$8,000,000 and a performance materiality of \$6,800,000. The overall materiality for last year's audit was \$7,800,000 and the performance materiality was \$6,630,000.

Materiality is used throughout the audit and in particular when:

- a) Identifying and assessing risk of material misstatement;
- b) Determining the nature, timing and extent of further audit procedures; and
- c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the auditor's report.

Audit Procedures

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we will use a substantive approach for the audit.

Should any member of the Audit Committee wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

To ensure there is a clear understanding and record of the matters discussed, we ask that members of the Audit Committee sign their acknowledgement in the spaces provided below.

Yours truly,

Baker Tilly KDN LLP

per: Richard Steinginga, CPA, CA
Partner

Acknowledgement of the Audit Committee:

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Kawartha Pine Ridge District School Board

Are you aware of any frauds, illegal acts or management override of internal controls at the Board?

Yes / No (please circle one)

If yes, please contact our office immediately

Name

Position

Name

Position



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April 3, 2023

Kawartha Pine Ridge District School Board
1994 Fisher Drive
Peterborough, Ontario
K9J 6X6

Attention: April Foster, Superintendent of Education: Business and Corporate Services

Dear Madam:

Baker Tilly KDN LLP, the "Firm", is pleased to be appointed auditor of Kawartha Pine Ridge District School Board (the "Board") for the year ending August 31, 2023. The purpose of this letter is to outline the terms of our engagement to audit the consolidated financial statements of Kawartha Pine Ridge District School Board, which comprise the consolidated statement of financial position as at August 31, 2023 and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Objective, Scope and Limitations

The objectives of our audit are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- (a) Factors such as use of judgement, and the use of testing of the data underlying the consolidated financial statements;
- (b) Inherent limitations of internal control; and
- (c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

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Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error, irregularities or illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Content of Auditor's Report

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of Kawartha Pine Ridge District School Board

Opinion

We have audited the consolidated financial statements of Kawartha Pine Ridge District School Board and its subsidiaries, (the "Board"), which comprise the consolidated statement of financial position as at August 31, 2023 and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Board as at August 31, 2023, and its results of consolidated operations, changes in its consolidated net financial assets, and its consolidated cash flows for the year then ended in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act..

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act., and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the Board to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
Peterborough, Ontario

If our opinion on the financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

Use, Distribution and Publication / Reproduction of Financial Statements

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of Kawartha Pine Ridge District School Board and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party.

Where our report is reproduced in any medium, the complete consolidated financial statements, including notes, must also be presented. Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited. We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins. Where the annual report or other document will be provided to us after the date of our auditor's report, we have a responsibility to take specific actions if we conclude that a material misstatement of the other information exists.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Our Responsibilities

We will perform our audit in accordance with Canadian generally accepted auditing standards. We will:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of Kawartha Pine Ridge District School Board without Kawartha Pine Ridge District School Board's prior consent, unless required to do so by legal, regulatory, administrative or other authority, or the Code of Professional Conduct applicable to us.

We will communicate in writing to the Audit Committee the relationships between our firm and Kawartha Pine Ridge District School Board, including related entities that, in our professional judgement, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to Kawartha Pine Ridge District School Board within the meaning of the applicable Provincial Code of Professional Conduct and information on relevant safeguards designed to ensure the auditor's continued independence.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- (a) Misstatements, resulting from error, other than trivial errors;
- (b) Fraud or any information obtained that indicates that a fraud may exist;
- (c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- (d) Significant weaknesses in the design or implementation of internal control to prevent and detect fraud or error; and
- (e) Related party transactions identified by us that are not in the normal course of operations and that involve significant judgements made by management concerning measurement or disclosure.

We may also communicate certain additional matters to the Audit Committee and the appropriate members of management. Such matters include:

- (a) Our professional judgements on the qualitative aspects of accounting principles used in Kawartha Pine Ridge District School Board's financial reporting, including:
 - (i) The initial selection of and changes in significant accounting policies and their application, including the adoption of new accounting policies;
 - (ii) The effect of significant accounting policies in controversial and emerging areas, or those unique to your industry;
 - (iii) The existence of acceptable alternative policies and methods, and the acceptability of the particular policy or method used by management; and
 - (iv) The issues involved, and related judgements made by management, in formulating particularly sensitive accounting estimates and disclosures and the basis for our conclusions regarding the reasonableness of those estimates in the context of the consolidated financial statements taken as a whole.
- (b) Uncorrected misstatements aggregated by us during our audit that were determined by management to be immaterial, both individually and in the aggregate, to the consolidated financial statements taken as whole;
- (c) Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in total could be significant to the consolidated financial statements or our report;

- (d) Our views about any matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- (e) Major issues that we discussed with management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- (f) Any serious difficulties that we encountered in dealing with management in the performance of the audit.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider Kawartha Pine Ridge District School Board's internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

At the end of the engagement, we will provide management or others so designated with our recommendations designed to help make improvements in your internal control structure and operation. This communication will be in a mutually agreeable format and will include only those matters that came to our attention during our audit.

Management's Responsibilities

Management is responsible for:

Financial Statements

- (a) The preparation and fair presentation of Kawartha Pine Ridge District School Board's consolidated financial statements in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.;

Completeness of information

- (b) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of the the Board of Trustees and committees, as applicable;
- (c) Providing us with information relating to any known or probable instances of non compliance with legislative or regulatory requirements, including financial reporting requirements;
- (d) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- (e) Providing us with information regarding all related parties and related party transactions;
- (f) Any additional information that we may request from management for the purpose of this audit;

- (g) Providing us with unrestricted access to persons within the Board from whom we determine it necessary to obtain audit evidence;

Fraud and error

- (h) Internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- (i) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- (j) Providing us with information relating to fraud or suspected fraud affecting the Board involving:
 - (i) Management;
 - (ii) Employees who have significant roles in internal control; or
 - (iii) Others, where the fraud could have a non trivial effect on the consolidated financial statements;
- (k) Providing us with information relating to any allegations of fraud or suspected fraud affecting the Board's consolidated financial statements communicated by employees, former employees, analysts, regulators or others;
- (l) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole;

Recognition, measurement and disclosure

- (m) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- (n) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- (o) Providing us with information relating to the measurement and disclosure of transactions with related parties;
- (p) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.;
- (q) Providing us with information relating to claims and possible claims, whether or not they have been discussed with Kawartha Pine Ridge District School Board's legal counsel;
- (r) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which Kawartha Pine Ridge District School Board is contingently liable;
- (s) Providing us with information on whether Kawartha Pine Ridge District School Board has satisfactory title to assets, whether liens or encumbrances on assets exist, or assets are pledged as collateral;

- (t) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- (u) Providing us with information concerning subsequent events;
- (v) Providing us with representations on specific matters communicated to us during the engagement;

Written confirmation of significant representations

- (w) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - (i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
 - (ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the financial statements; and
 - (iii) Relevant to management's judgements or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

Professional team member matters

- (x) Not soliciting the staff of the Firm;
- (y) Providing appropriate work space and technical arrangements as appropriate including privacy and telephones; and
- (z) Ensure that the staff of the Firm are treated in a responsible and professional manner at all times, recognizing there is zero tolerance to inappropriate actions at any level.

Fees

We estimate that our fees for providing the services outlined in this letter to be \$52,610 plus applicable HST and additional costs for implementation of AROs as noted in the 2023 Audit Plan. The fee quotation includes the following:

- Independent auditor's report
- March report

If significant additional time is necessary, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 18% per annum (or as set out on the invoice). We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due us, you agree to reimburse us for our costs of collection, including lawyers' fees.

We will use all reasonable efforts to complete the performance of the services described in this engagement letter within the agreed upon time frame. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including cooperation from management, timely performance by the Board of its obligations to provide necessary information outlined in our year-end letter, quality of financial and other information, full cooperation and access to the Board's team members during our audit, and the prompt supply of any additional documentation requested during the audit fieldwork. Significant delays will have a significant impact on our fees and the agreed upon delivery date.

Any other work undertaken by us will be billed separately.

Other Services

If requested by you, we will, as allowed by the Rules of Professional Conduct, prepare other special reports as required. Management will provide the information necessary to complete these reports and will file them with the appropriate authorities on a timely basis.

Terms and Conditions

The attached Terms and Conditions are incorporated into, and form an integral part of this engagement letter.

Term

The above terms of our engagement will be effective from year to year until amended or terminated in writing.

Conclusion

We are proud to serve as auditor of Kawartha Pine Ridge District School Board and we appreciate your confidence in our work. If the services outlined herein are in accordance with your requirements and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and return it to us.

Yours truly,



per: Richard Steinginga, CPA, CA
Partner

The services and terms set out in this engagement letter are as agreed.

Kawartha Pine Ridge District School Board

I have authority to bind the Board.

Per: _____

Name: April Foster

Title: Superintendent of Education: Business and Corporate Services

Terms and Conditions

These terms and conditions are an integral part of the engagement letter (collectively, the "Engagement Letter") to which they are attached. In the event of any conflict between these terms and conditions and the engagement letter to which they are attached, the terms of such engagement letter shall govern.

Privacy

It is hereby acknowledged that in order to complete our engagement as auditor, we may be required to access or have access to personal information in your possession. Our services are provided based on the following:

- a) You represent that before we access this personal information, you have obtained the necessary consents for the collection, use and disclosure of this personal information as required under the applicable privacy legislation; and
- b) We will collect and utilize this personal information only for the purpose of completing this engagement. Any information collected will be subject to our Privacy Policy, which is available online at our website, or in hard copy from the privacy officer in our office.

Working Papers

The working papers, files, other materials, reports and work created, developed, or performed by us in conjunction with this engagement remain the property of the Firm and will be retained by the Firm in accordance with the Firm's policies and procedures.

File Inspections

In accordance with professional regulations and firm policy, our client files must periodically be reviewed by practice inspectors and by other firm personnel to ensure that the Firm is adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Indemnification

You hereby agree to release, indemnify and hold harmless the Firm and its partners, agents, officers and employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- (a) a breach by Kawartha Pine Ridge District School Board, or its Board of Trustees, officers, or employees, of any of the provisions herein;
- (b) any misrepresentation by your management; and
- (c) the services performed by us pursuant to this engagement,

unless, and to the extent that, such losses, costs, damages and expenses are found by a court to have been due to the negligence, willful misconduct or dishonesty of the Firm.

This release and indemnification will survive termination of this engagement letter.

Limitation of Liability

You agree that any and all claims you may have against our Firm or its professional staff arising out of all services provided to Kawartha Pine Ridge District School Board by us, whether in contract, negligence, or otherwise known to law, shall be regarded as one claim and our liability to the Board shall be limited to the lesser amount of \$150,000 or the amount of our professional liability insurance in effect as at the date of the claim being made known to us and only to the extent that such insurance is available to satisfy any claim. If this limit of liability is insufficient for your purposes, we would be pleased to discuss with you a different limit that may result in our charging a higher fee.

You expressly agree that the Board will not bring any proceedings in any court of any jurisdiction advancing any claim against our professional staff and employees.

You expressly agree that any liability our Firm may have to you shall not be joint and several with any other party, but shall be several, and limited to the percentage or degree of our fault in proportion to the fault or wrongdoing of all persons who contributed to the loss.

You expressly agree that any and all claims, whether in contract, negligence, or otherwise known to law arising out of our professional services under this engagement vest exclusively in Kawartha Pine Ridge District School Board, and you agree to wholly indemnify and hold harmless our Firm and its professional staff from any and all claims that may be brought against our Firm or its professional staff by any elected official, director or officer of the Board in any way arising out of or connected to our services provided to you.

You agree that our liability for all claims you may have or bring in connection with the professional services rendered arising out of or ancillary to this agreement shall absolutely cease to exist after a period of four years from the date of:

- a) Performance of this engagement;
- b) Delivery to the Board of our Independent Auditor's Report, your financial statements, or the completion of the preparation of any tax filing with any government authority;
- c) Suspension or abandonment of this engagement; or
- d) Termination of our services pursuant to this agreement,

whichever shall occur first, regardless of whether you were aware of the potential for making a claim against us within that period. Following the expiration of the aforesaid period, you agree that neither you, your agents or assigns shall make any claim or bring any proceeding against us.

Limited Liability Status - Partnership

The Firm is a registered Limited Liability Partnership ("LLP") established under the laws of the Province of Ontario and, where applicable, has been registered extraprovincially under provincial legislation. The Firm is a partnership, but its partners have limited liability. Individual partners are only personally liable for losses arising from the partner's own negligent or wrongful acts, or if the partner was aware of another partner or employees' error or omission and did not take the actions that a reasonable person would take to prevent it.

Alliance of Independent Firms

We are a member of Baker Tilly Canada Cooperative, an association of independently owned and operated accounting firms in Canada some of which practice under a common name and that sponsor a number of programs to enhance the ability of the members to be of service to their respective clients nationally and internationally. The national association is not an accounting firm and our practice is not integrated with that of any of the other members. Baker Tilly is a registered trademark of the Baker Tilly Canada Cooperative used under license. We at the Firm are solely responsible for the professional engagement covered by this letter.

Baker Tilly Canada Cooperative is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Neither Baker Tilly Canada Cooperative nor Baker Tilly KDN LLP are Baker Tilly International's agents and do not have authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Canada Cooperative, Baker Tilly KDN LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under licence from Baker Tilly International Limited.

Costs of Responding to Government Inspection, etc.

If, with respect to this engagement or related services, the Firm is required by government regulation, subpoena, or other legal, investigative, administrative or other process to produce our working papers, or to respond to information or other requests, the Firm will bill the time incurred based on our standard hourly rates plus applicable taxes and disbursements. This paragraph shall survive termination of the Engagement Letter.

Termination

If we elect to terminate our services for non-payment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all of our out of pocket costs, through the date of termination.

Should Kawartha Pine Ridge District School Board not fulfill its obligations toward the Firm under the agreement, particularly those set out under the heading "Management's Responsibilities", and in the event that Kawartha Pine Ridge District School Board fails to remedy such default within thirty days following receipt of a notice from the Firm to this effect, the Firm may, without prejudice to its other rights and recourses, and without any further notice, cease providing services hereunder and consider the present agreement terminated. In such case, the Firm will not be responsible for any loss, costs, expenses or damages resulting from such termination.

Severability

If any provisions of this Engagement Letter are determined to be invalid or unenforceable, the remaining provisions shall remain in effect and be binding to the fullest extent permitted by law.

Governing Law, Attornment

This Engagement Letter is subject to and governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein and shall for all purposes be interpreted as a contract of this Province. Each party agrees that any action or proceeding relating to this Engagement Letter shall be brought in any court of competent jurisdiction in a court of this Province and irrevocably waives any right to, and will not, oppose (i) any such Provincial action or proceeding on any jurisdictional basis and (ii) the enforcement against it in any other jurisdiction of any judgment or order duly obtained from a court of this Province.

Security of Electronic Communication

During the engagement we may from time to time communicate with you electronically. However, as you are aware, the electronic transmission of information cannot be guaranteed to be secured or error free and such information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or otherwise be adversely affected or unsafe to use. We shall not have any liability to you arising from or in connection with the electronic communication of information to you during or as a result of its electronic transmission outside of the Firm's electronic environment. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission a hard copy of such transmission should be requested from us.

Baker Tilly KDN LLP has adopted the policy of corresponding by electronic mail ("e-mail") unless notified otherwise. If you specifically want us to never use e-mail in respect of correspondence on your file, please notify us in writing. Otherwise, we will assume that you have approved of our use of e-mail for communication purposes.

Timely Performance

The Firm will use all reasonable efforts to complete the performance of the services described in this engagement letter within the agreed upon time frame. However, the Firm will not be liable for failures or delays in performance that arise from causes beyond our control, including cooperation from management, timely performance by you of your obligations to provide necessary information, quality of financial and other information, full cooperation and access to the Board's team members during the engagement and the prompt supply of any additional documentation requested during the engagement. Significant delays will have a significant impact on our fees and the agreed upon delivery date.

Aggregated Data

Notwithstanding any other provision of this Engagement Letter, the Firm may create Aggregated Data regarding the purchase and use of products and services by you or the Board from the Firm and may use and disclose Aggregated Data in any manner and for any purpose (commercial or otherwise) whatsoever, without any notice, compensation or attribution to you, the Board or any other person. In this Engagement Letter, "**Aggregated Data**" means data that has been aggregated or otherwise depersonalized so that the information does not identify a specific client or other person or organization.

Cloud Service Providers

The Firm uses commercially available cloud service providers to assist the Firm in the provision of information, products and services to its clients, to provide services to the Firm, to assist the Firm to use personal information as set out in the Privacy Policy and as otherwise permitted by applicable law. To the extent you provide us with your personal information, we will handle your personal information in accordance with our Privacy Policy, available online at our website or in hard copy from the privacy officer in our office.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Kawartha Pine Ridge District School Board

TOPIC: **Campbellford District High School Renovations and Roof Replacement Tender**

INITIATOR: April Foster, Superintendent, Business and Corporate Services
 Glen Payne, Executive Officer, Facilities Services

BACKGROUND

1. Board Policy BA-5.1, Purchasing Procedures, requires Board approval for capital project tenders and consulting services in excess of \$2,000,000 or expenditures which exceed the budgeted amount by 10% and \$200,000.
2. On October 25, 2022 the Board approved capital expenditures for Maintenance and Program Enhancements to schools.
3. Included in the projects approved was Campbellford District High School Renovations and Roof Replacement.

STATUS

4. A tender for the project was issued on February 14, 2023 and closed on March 7, 2023. The tender results are listed in Appendix A.

RECOMMENDATION

1. That the Campbellford District High School Renovations and Roof Replacement Tender be awarded to Anacond Contracting Inc. in the amount of \$2,671,484.00 including net taxes (2.16%).

April Foster
Superintendent, Business and Corporate Services

Glen Payne
Executive Officer, Facilities Services

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Campbellford District High School Renovations and Roof Replacement

Scope of Work: The renovation work of the transportation technology and construction technology rooms includes: hazardous materials abatement, exterior work, selective demolition and alterations, new flooring, grinding existing floors, new casework, hollow metal doors, frames and screens, structural reinforcement, roofing, roof penetrations, painting, mechanical and electrical work.

The roof replacement work of roof areas A, B, C, D, E,G, H, K, M1, M2, N, O, and R includes: the removal and reinstallation of any roofing item (flashing, pavers, etc.) deemed in good quality, patch and repair to anything deemed in decent quality, and the removal and replacement of anything deemed in poor quality and the installation of insulation, plumbing vents, goose neck flashings and metal flashing to all parapets, curbs and wall intersections.

Budget: \$1,628,479.00

Bid Summary

Prequalified General Contractors	Total Bid Price
Anacond Contracting Inc.	\$2,954,950.00
Beavermead Construction (1991) Limited	No bid
Corebuild Construction Ltd	No bid
Dalren Limited	No bid
Gerr Construction Limited	No bid
J.J. McGuire General Contractors Inc.	No bid
K. Knudsen Construction Limited	No bid
Mortlock Construction Inc.	No bid
MVW Construction & Engineering Inc.	No bid
Peak Construction Group Ltd.	\$3,050,887.00
Pegah Construction Ltd.	No bid
Rainforces Ltd.	\$3,728,553.65
Rutherford Contracting Ltd.	No bid
Silver Birch Contracting Ltd.	\$3,057,384.50
Snyder Construction	No bid
Strong Bros. General Contracting Ltd.	No bid
Torcom Construction Inc.	No bid
Verly Construction Group Inc.	\$3,788,890.00
W.S. Morgan Construction Limited	No bid
West Metro Contracting Inc.	\$4,491,953.40

Anacond Contracting Inc., the low bidder, most recently completed Interior Renovations at M.J. Hobbs Senior Public School and S.T. Worden Public School in 2016.

Bid	\$ 2,954,950.00
HST	<u>(\$ 339,950.00)</u>
Revised Total	\$ 2,615,000.00
Net Tax (2.16%)	<u>\$ 56,484.00</u>
Total	\$ 2,671,484.00

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Kawartha Pine Ridge District School Board

TOPIC: **Norwood District High School Renovations and Roof Replacement Tender**

INITIATOR: April Foster, Superintendent, Business and Corporate Services
 Glen Payne, Executive Officer, Facilities Services

BACKGROUND

1. Board Policy BA-5.1, Purchasing Procedures, requires Board approval for capital project tenders and consulting services in excess of \$2,000,000 or expenditures which exceed the budgeted amount by 10% and \$200,000.
2. On October 25, 2022 the Board approved capital expenditures for Maintenance and Program Enhancements to schools.
3. Included in the projects approved was Norwood District High School Renovations and Roof Replacement.

STATUS

4. A tender for the project was issued on February 23, 2023 and closed on March 16, 2023. The tender results are listed in Appendix A.

RECOMMENDATION

1. That the Norwood District High School Renovations and Roof Replacement Tender be awarded to Anacond Contracting Inc. in the amount of \$2,958,553.60 including net taxes (2.16%).

April Foster
Superintendent, Business and Corporate Services

Glen Payne
Executive Officer, Facilities Services

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Norwood District High School Renovations and Roof Replacement

Scope of Work: The renovation work of the manufacturing technology, construction technology and weight/exercise rooms, the washrooms and corridors includes: hazardous materials abatement, selective demolition and alterations, new flooring, grinding existing floors, new casework, wood doors, hollow metal doors, overhead door frames and screens, structural reinforcement, roof penetrations, painting, mechanical and electrical work.

The roof replacement work of roof areas 8, 9, 10, 10A, 11, 12 includes: alterations to roof area 9, disconnection, removal, storage and reinstall of all rooftop air handling units, removal, storage and reinstall of existing pavers in same locations of roofing membrane, removal and disposal of existing metal flashing, roofing down to deck and repair of any good surfaces and installation of new roofing, insulation, plumbing vents, hot stack and flashings.

Budget: \$2,311,201.00

Bid Summary

Prequalified General Contractors	Total Bid Price
Anacond Contracting Inc.	\$3,272,480.00
Beavermead Construction (1991) Limited	No bid
Corebuild Construction Ltd	No bid
Dalren Limited	No bid
Gerr Construction Limited	No bid
J.J. McGuire General Contractors Inc.	\$3,751,600.00
K. Knudsen Construction Limited	No bid
Mortlock Construction Inc.	No bid
MVW Construction & Engineering Inc.	No bid
Peak Construction Group Ltd.	\$3,410,227.00
Pegah Construction Ltd.	No bid
Rainforces Ltd.	No bid
Rutherford Contracting Ltd.	No bid
Silver Birch Contracting Ltd.	\$3,606,960.00
Snyder Construction	\$3,751,374.00
Strong Bros. General Contracting Ltd.	No bid
Torcom Construction Inc.	No bid
Verly Construction Group Inc.	No bid
W.S. Morgan Construction Limited	No bid
West Metro Contracting Inc.	\$5,554,176.00

Anacond Contracting Inc., the low bidder, most recently completed Interior Renovations at M.J. Hobbs Senior Public School and S.T. Worden Public School in 2016.

Bid	\$ 3,272,480.00
HST	<u>(\$ 376,480.00)</u>
Revised Total	\$ 2,896,000.00
Net Tax (2.16%)	<u>\$ 62,553.60</u>
Total	\$ 2,958,553.60

TO: Kawartha Pine Ridge District School Board

TOPIC: **Awards and Scholarships – Cobourg Collegiate Institute**

INITIATOR: James Brake, Superintendent, Student Achievement and Indigenous Education

BACKGROUND

1. Board Policy ES-4.2, Recognition of Student Success, indicates that Board approval, consistent with its values, purposes, and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

STATUS

2. The Rotary Club of Cobourg would like to establish an award, known as the Rotary Environment Award, in the amount of \$400 per year to a graduating student of Cobourg Collegiate Institute.
3. The criteria for the recipient of the award will be as follows:
 - must be a graduating student of Cobourg Collegiate Institute,
 - must be attending a post-secondary institution the year following graduation,
 - has demonstrated an interest in the field of environmental science, and
 - must be passionate about the environment and is interested in making a difference in the community.
4. Selection of the successful applicant will be made by the Awards Committee at Cobourg Collegiate Institute.
5. The award will be presented at the commencement ceremony annually until the donor and school mutually agree to terminate the award.

RECOMMENDATION

1. That the Kawartha Pine Ridge District School Board approve the establishment of the Rotary Environment Award to be awarded annually in the amount of \$400 to a graduating student of Cobourg Collegiate Institute who has met the award criteria.

James Brake
Superintendent, Student Achievement and Indigenous Education

TO: Kawartha Pine Ridge District School Board

TOPIC: **Awards and Scholarships – Cobourg Collegiate Institute**

INITIATOR: James Brake, Superintendent, Student Achievement and Indigenous Education

BACKGROUND

1. Board Policy ES-4.2, Recognition of Student Success, indicates that Board approval, consistent with its values, purposes, and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

STATUS

2. The Rotary Club of Cobourg would like to establish an award, known as the Rotary Indigenous Achievement Award, in the amount of \$400 per year to a graduating student of Cobourg Collegiate Institute.
3. The criteria for the recipient of the award will be as follows:
 - must be a graduating Indigenous student of Cobourg Collegiate Institute,
 - has demonstrated a high standard of academic achievement, and
 - has advocated for other Indigenous students.
4. Selection of the successful applicant will be made by the Awards Committee at Cobourg Collegiate Institute.
5. The award will be presented at the commencement ceremony annually until the donor and school mutually agree to terminate the award.

RECOMMENDATION

1. That the Kawartha Pine Ridge District School Board approve the establishment of the Rotary Indigenous Achievement Award to be awarded annually in the amount of \$400 to a graduating student of Cobourg Collegiate Institute who has met the award criteria.

James Brake
Superintendent, Student Achievement and Indigenous Education

TO: Kawartha Pine Ridge District School Board

TOPIC: **Awards and Scholarships – Thomas A. Stewart Secondary School**

INITIATOR: James Brake, Superintendent, Student Achievement and Indigenous Education

BACKGROUND

1. Board Policy ES-4.2, Recognition of Student Success, indicates that Board approval, consistent with its values, purposes and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

STATUS

2. The Keene Masonic Lodge would like to establish a bursary, known as the Keene Masonic Lodge Bursary in the amount of \$500 per year to a graduating student of Thomas A. Stewart Secondary School.
3. The criteria for the recipient of the award will be as follows:
 - must be a graduating student of Thomas A. Stewart Secondary School,
 - must be proceeding to post-secondary education or apprenticeship in any trade or start up of a new business, and
 - must have attended North Shore Public School.
4. Selection of the successful applicant will be made by the Awards Committee at Thomas A. Stewart Secondary School.
5. The award will be presented at the commencement ceremony annually until the donor and school mutually agree to terminate the award.

RECOMMENDATION

1. That the Kawartha Pine Ridge District School Board approve the establishment of the Keene Masonic Lodge Bursary to be awarded annually in the amount of \$500 to a graduating student of Thomas A. Stewart Secondary School who has met the award criteria.

James Brake
Superintendent, Student Achievement and Indigenous Education

TO: Kawartha Pine Ridge District School Board

TOPIC: **Awards and Scholarships – Campbellford District High School**

INITIATOR: John Ford, Superintendent, Student Achievement

BACKGROUND

1. Board Policy No. ES-4.2, Recognition of Student Achievement, indicates that Board approval, consistent with its values, purposes, and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

STATUS

2. Percy Agricultural Society would like to establish an award to be known as the Percy Agricultural Society Community and Agricultural Award. This award is to be presented annually in the amount of \$250 to one graduating Grade 12 student at Campbellford District High School.
3. The criteria for the recipient of the bursary will be as follows:
 - the student must be a graduating Grade 12 student,
 - the award is based on the student's strong character and not on their marks,
 - the student should be enrolled and attending a college or university within an agricultural program,
 - should there not be a student going into an agricultural program, the award will then go to a student who volunteers with Percy Agricultural Society, and
 - should there not be a student volunteering with the Percy Agricultural Society, the award will then go to a student who volunteers in the community.
4. Selection of the successful recipient will be made by the Awards Committee of Campbellford District High School.
5. This award will be presented at Commencement annually by the Percy Agricultural Society until the donor and the school mutually agree to terminate the award.

RECOMMENDATION

1. That the Kawartha Pine Ridge District School Board approve the establishment of the Percy Agricultural Award to be presented annually in the amount of \$250 to one graduating Grade 12 student of Campbellford District High School, who has met the award criteria.

John Ford
Superintendent, Student Achievement

TO: Kawartha Pine Ridge District School Board

TOPIC: **Awards and Scholarships – Peterborough Alternative and Continuing Education**

INITIATOR: Sonal Gohil, Superintendent, Student Achievement

BACKGROUND

1. Board Policy No. ES-4.2, Recognition of Student Achievement, indicates that Board approval, consistent with its values, purposes, and mandate, will be necessary for the initial offerings at graduation ceremonies of any bursary, scholarship, or other incentive with a monetary value.

STATUS

2. The Community Foundation of Greater Peterborough would like to establish an award to be known as the PCVS Legacy Award for PACE. This award is to be presented annually in the amount of \$250 to two graduating Grade 12 students at Peterborough Alternative and Continuing Education (PACE) at Peterborough Collegiate Vocational School (PCVS).
3. The criteria for the recipient of the two bursary awards will be as follows:
 - the two recipients must be graduating Grade 12 students, and
 - the students must be pursuing post-secondary education or training in the trades or apprenticeships.
4. Selection of the successful recipients will be made by the Awards Committee of PACE at PCVS.
5. This award will be presented at Commencement annually by Community Foundation of Greater Peterborough until the donor and the school mutually agree to terminate the award.

RECOMMENDATION

1. That the Kawartha Pine Ridge District School Board approve the establishment of the PCVS Legacy Award for PACE in the amount of \$250 to be awarded annually to two graduating students of Peterborough Alternative and Continuing Education (PACE) at Peterborough Collegiate Vocational School (PCVS) who have met the award criteria.

Sonal Gohil,
Superintendent, Student Achievement

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**STUDENT TRANSPORTATION SERVICES OF CENTRAL ONTARIO (STSCO)
GOVERNANCE COMMITTEE REPORT**

The committee met on March 29, 2023, and reports as follows.

ATTENDANCE

Present: Steve Russell, Chairperson of the Board, Kawartha Pine Ridge District School Board (KPR), Committee Chairperson
Jenny Leahy, Vice-chairperson of the Board, Peterborough Victoria Northumberland, and Clarington Catholic District School Board (PVNC)
Joan Carragher, Director of Education, PVNC
Rita Russo, Director of Education, KPR
April Foster, Superintendent, Business and Corporate Services, KPR
Sean Heuchert, Superintendent of Business and Finance, PVNC
Mario Nantel, Director of Transportation, Conseil Scolaire de District Catholique Centre-Sud (CSDCCS)
Joel Sloggett, Chief Administrative Officer, STSCO

Alissa Kyle, Executive Secretary, STSCO, attended via the Webex platform.

Regrets: Kevin MacKenzie, Chairperson of the Board, PVNC

2022-2023 STSCO Budget and Expenditure Update

J. Sloggett provided the committee with a report detailing expenditures to the end of February 2023. Projections indicate expenses to exceed budget by 1.1% up from the previously projected overage of 0.34% reported at the last committee meeting. It was noted that the projection adjustment is a result of additional costs for special needs transportation and that further hold backs from bus driver shortage route cancellations should help offset any further projection changes.

Status Update – System Planning 2023-2024

J. Sloggett provided an update on STSCO's proposed changes for the 2023-2024 school year focusing specifically on strategies to mitigate driver shortages in the Northumberland and Clarington regions. The proposed bell time changes for 2023-2024 will support continuing efforts to provide effective transportation and reduce the number of bus drivers needed.

STUDENT TRANSPORTATION SERVICES OF CENTRAL ONTARIO (STSCO) GOVERNANCE COMMITTEE REPORT

KPR schools with bell time changes for 2023-2024 include:

Central Public School	Northumberland Hills Public School
Clarke High School	Orono Public School
Cobourg Collegiate Institute	Percy Centennial Public School
Duke of Cambridge Public School	Roseneath Centennial Public School
Ganaraska Trail Public School	The Pines Senior Public School
Hastings Public School	Vincent Massey Public School
Newcastle Public School	

School boards have issued letters to impacted families regarding the bell time changes and community feedback is being collected and reviewed by school board officials.

Bus Driver Recruitment Campaign Update

J. Sloggett provided an update on the bus driver recruitment campaign initiative, which is being led by Extension Marketing, an experienced employment recruiting firm specializing in recruitment advertising strategies. Over the coming months, the campaign will include implementation of a coordinated bus driver online application system and extensive local media advertising. J. Sloggett stated that a key indicator of the recruitment campaign's success will be an increase in the number of drivers employed by bus companies and a related statistical progress report will be provided to the committee in June.

Recent STSCO Communiques to Bus Companies

J. Sloggett provided the committee with an overview of STSCO's Monthly Communiques to Transportation Providers for February, March and April. The communiques cover safety and training topics and include a section which spotlights positive stories about drivers and operating companies.

RECOMMENDATION

1. That the Student Transportation Services of Central Ontario (STSCO) Governance Committee Report, dated April 25, 2023, be received for information.

Steve Russell
Committee Co-chairperson

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE REPORT

The committee met on April 4, 2023 and reports as follows.

ATTENDANCE

Present:	A. Lloyd P. Brown	Trustee (Committee Chairperson) Trustee (alternate)
Present via Webex:	J. Klassen Jeninga K. Baker A. Belanger M. Brynaert J. Camenzuli S. Gonsalves J. Hunter J. McIntyre M. Robinson	Trustee Alternatives Community Program Services Incorporated Grandview Kids (alternate) Frontenac Youth Services Five Counties Children's Centre Easter Seals Ontario Curve Lake First Nation Kinark Child and Family Services Autism Ontario
Regrets:	K. Hill N. Lajoie A. Rodriguez	Canopy Support Services Brain Injury Association Peterborough Region Community Living Peterborough (Committee Vice-chairperson)
Absent:	A. Spencer	Developmental Services Ontario
Also Present:	A.M. Duncan, D. Crawford, J. Shuttleworth and L. Hull.	
Also Present via Webex:	M. Masterson.	

Business Arising from the Minutes

Trustee A. Lloyd presented the letter written to the Minister of Education, Stephen Lecce, regarding funding of the Special Incidence Portion (SIP) urging the Minister to evaluate the true cost associated with SIP claims to support students and to increase funding accordingly. The letter will be sent to the Minister of Education as printed.

Board Report

Trustees A. Lloyd and Klassen Jeninga updated the committee on events and initiatives being undertaken by the Board.

Presentations

D. Crawford and J. Shuttleworth, System Principals of Special Education provided a presentation on supporting the individual education plan (IEP) pathway. Information regarding the following was shared:

- related Ministry of Education resources and Kawartha Pine Ridge District School Board (KPR) policies,
- the KPR Supporting Student's Checklist: Learning for All,
- tiered support approach to intervention,
- IEP – individual education plan,
- modification vs. accommodation,
- types of IEPs and IEP timelines.

Administrative Update

Superintendent Duncan shared that the Board budget process is underway. The Ministry of Education's additional funding allocated due to the COVID-19 pandemic has concluded. For example, additional supervision required due to student distancing and cohorting during the pandemic will no longer be required.

Education worker allocation to schools will commence in May; allocation will return to the pre-COVID-19 model. Education workers support high-intensity, high-frequency medical and safety needs in students.

KPR has confirmed that the Virtual Elementary School and the Virtual High School (VHS) will not be offered in the 2023-2024 school year. Based on this information families of students in Learning and Life Skills (LLS) VHS classrooms have been offered a place in the in-person LLS programs in their region. Should any families have concerns about medically fragile students returning to in-person classrooms, Administrative Regulation ES-1.1.7, Safe, Caring and Restorative Schools: Home Education will be followed, which makes provision for students to have hours of instruction at home from an occasional teacher for a specified period of time until the student can return in-person.

Superintendent Duncan reported that the Principal and Vice-principal Special Education Advisory Group shared best practices for providing education workers with time for breaks when short-staffed, and time for completing the electronic incident reports through the new single reporting tool. Solutions include school administration grouping students together for activities while the students' education workers take breaks and/or complete reports.

The Special Education department received a brochure from Developmental Services Ontario called "Preparing Students with Developmental Disabilities for Life After High School". This brochure will be distributed to all KPR secondary LLS students.

Association Updates

Verbal reports that included updates on upcoming meetings, in-services, projects, and various events were provided by the following associations:

- Curve Lake First Nations
- Kinark Child and Family Services
- Grandview Kids
- Frontenac Youth Services
- Autism Ontario
- Easter Seals Ontario (Red Shirt poster)
- Alternatives Community Program Services
- Five Counties Children's Centre

Future Meeting Dates

The next meeting of the Special Education Advisory Committee will be held at 3:30 p.m. on May 2, 2023.

RECOMMENDATION

1. That the Special Education Advisory Committee Report, dated April 25, 2023, be received for information.

Angela Lloyd
Committee Chairperson

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

PROGRAM REVIEW COMMITTEE REPORT

The committee met on April 4, 2023 and reports as follows.

ATTENDANCE

Present: Trustees Diane Lloyd (Acting Committee Chairperson), Paul Brown, Cyndi Dickson and Kathleen Flynn.

Regrets: Trustee Rose Kitney (Committee Chairperson).

Also Present: Trustees Steve Russell (Chairperson of the Board), T. Brown and Angela Lloyd; D. McNaughton, C. Filip, J. McIlmoyle Parsons, C. Anderson, J. Nobes, C. Perentesis and L. Haemel.

Science, Technology, Engineering and Mathematics (STEM) Update

Associate Director McNaughton reported that K-12 Science, Technology, Engineering and Mathematics (STEM) education includes cross-curricular and/or integrative study, as well as the application of STEM subjects in real-world contexts. Some STEM subjects in Kawartha Pine Ridge District School Board (KPR) may be taught separately across K-12, but with intentional cross-curricular connections as part of student learning. Content from all four STEM subjects may be fully integrated to reinforce student understanding of each subject and the interrelationships among them, to provide opportunities to apply a wide range of knowledge and skills in unique ways with real-world applications.

The 2022 elementary science curriculum has introduced the engineering design and scientific experimentation processes which mirror the creative and critical analysis processes found in the Ontario arts curriculum. Transferable skills and social-emotional learning skills are highlighted in the STEM curriculum which support learning in all subject areas including cross-curricular life skills such as innovation, creativity, entrepreneurship, collaboration, communication and digital literacy.

C. Filip, Principal of Teaching and Learning K-12 (secondary focus), shared the connections between KPR's STEM education and the KPR Strategic Plan and Board Action Plan (BAP) 2022-2023. It was reported that as new curriculum is released in science and math, and with the emphasis on promoting skilled trades in Ontario, Teaching and Learning K-12 is working collaboratively with other central departments (i.e., Special Education, Indigenous Education, Equity Diversity and Inclusion) to ensure that educators across the system are supported to implement STEM education in their classrooms and that there are opportunities for both educators and students to engage in STEM learning.

J. McIlmoyle Parsons, Principal of Teaching and Learning K-12 (elementary focus), indicated that to support STEM education across KPR, classroom educators are incorporating a variety of opportunities for students to explore real-world connections and competencies based on the curriculum expectations, not only in science but across

PROGRAM REVIEW COMMITTEE REPORT

all subject areas including the arts. The Teaching and Learning K-12 department is supporting the system in a variety of ways, with resources and professional learning opportunities offered both during and after the school day that provide educators the opportunity to make connections among science, technology, the arts and mathematics and the application of student learning across these areas in a way that achieves curriculum outcomes.

A focus on STEM is incorporated into the New Teacher Induction Program (NTIP), with NTIP educators engaging in professional development sessions specific to the integration of coding and technology within both the mathematics and science curriculum. Intentional examples and modelling of strategies to engage student creativity through role play and the creative design process is woven into these learning opportunities.

Consultants C. Anderson, J. Nobes and C. Perentesis shared STEM connections through activities and resources that introduce both educators and students to the various aspects of twenty-first century competencies (such as critical thinking, problem solving and collaboration). Through initiatives such as TakeTech, Make Stuff Move, Not-A-Box, and different STEAM (science technology, engineering, art and mathematics) and STEM student symposiums, students are engaging in relevant concrete activities that allow them to experience and learn about twenty-first century competencies. Demonstrations of various coding tools were provided to the committee.

Questions of clarification were addressed. Specifically, it was asked about STEAM and the role of the arts in supporting STEM. These questions were answered with specific examples of arts integration provided.

RECOMMENDATION

1. That the Program Review Committee Report, dated April 25, 2023, be received for information.

Diane Lloyd
Acting Committee Chairperson

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

EQUITY, DIVERSITY AND INCLUSION COMMITTEE REPORT

The committee met Wednesday, April 5, 2023, and reports as follows.

ATTENDANCE

Present: Trustee Angela Lloyd (Committee Co-chairperson); C. Clark, J. Devlin, E. Oxland, C. Thomas and C. Webb.

Trustees Cathy Abraham (Committee Co-chairperson) and Steve Russell (Chairperson of the Board); M. Lewis, L. Lucciola, and J. Wade attended virtually via the Webex platform.

Regrets: D. Berger and E. Leonard.

Also Present: J. Maliha, T. McCarthy, M. Watson and C. Honey.

Courtice Secondary School Islamophobic Incident and Response

The committee received an update from Superintendent Maliha on the Islamophobia incident that occurred at Courtice Secondary School. The incident was recorded by a student and shared on social media, which created a lot of commentary. This incident sparked outrage in the community and nationally.

The board response was swift, and the Equity, Diversity and Inclusion department contacted all Muslim leaders in the area. The support from the leaders as well as the National Council of Canadian Muslims has been amazing. The department will continue to work with the school and community.

Upcoming Professional Learning

T. McCarthy shared with the committee that the department is offering a study of the book "This Book is Anti-racist" which will provide opportunities for educators to collaborate, self-reflect, support one another and hold each other accountable on their equity journey.

The Equity, Diversity and Inclusion department has invited two educators from each secondary school to participate in a day of professional learning – the English Lead teacher and one other teacher who is or will be using Authentic Voice Texts in the classroom.

Equity in Action

The committee received an overview from T. Doyle, Principal, Harold Longworth Public School, on the equity work occurring at the school. The school has outlined the goal "With the growing diversity of our community, we want to build capacity of our staff, students and members of the community in the area of inclusivity". They are focusing on

building connections and creating an environment where students feel seen, heard, and supported.

Information Sharing/Updates

Committee members provided information and shared updates on upcoming meetings and various events.

Future Meeting Dates

T.B.D.

RECOMMENDATION

1. That the Equity, Diversity and Inclusion Committee Report, dated April 25, 2023, be received for information.

Cathy Abraham
Committee Co-chairperson

Angela Lloyd
Committee Co-chairperson

Kawartha Pine Ridge District School Board

Future Meeting Dates2022-2023

April 3, 2023 *changed	Audit Committee Mtg.	(3:00 p.m.)	Roy H. Wilfong Boardroom
* April 5, 2023 *Changed	Resource Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* April 4, 2023	Special Education Advisory Cmte. Mtg.	(3:30 p.m.)	Room 158
* April 4, 2023	Program Review Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* April 5, 2023	Equity, Diversity & Inclusion Cmte. Mtg.	(9:30 a.m.)	Room 158
* April 25, 2023	Regular Board Mtg.	(IC 6:15 p.m. / OS 7:00 p.m.)	Roy H. Wilfong Boardroom
* May 1, 2023 *Postponed	Budget Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* May 2, 2023	Special Education Advisory Cmte. Mtg.	(3:30 p.m.)	Room 158
May 3, 2023	First Nations Education Services Agreement	(9:30 a.m.)	Room 158
May 3, 2023	Indigenous Education Advisory Cmte. Mtg.	(10:30 a.m.)	Room 158
* May 3, 2023	Resource Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
May 4, 2023	Trustee/School Council Dialogue	(6:00 p.m.)	TBD
* May 9, 2023	Program Review Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* May 10, 2023 *NEW	Equity, Diversity & Inclusion Cmte. Mtg.	(9:30 a.m.)	Room 158
* May 16, 2023 *changed	Chairpersons' Committee Mtg.	(6:00 p.m.)	Roy H. Wilfong Boardroom
* May 15, 2023 *changed	Budget Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* May 17, 2023 *cancelled	MPP/Trustee Dialogue	(7:00 p.m.)	Roy H. Wilfong Boardroom
* May 23, 2023	Regular Board Mtg.	(IC 6:15 p.m. / OS 7:00 p.m.)	Roy H. Wilfong Boardroom
* May 29, 2023	Budget Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* May 30, 2023	Special Education Advisory Cmte. Mtg.	(3:30 p.m.)	Room 158
* May 31, 2023 *NEW	Budget Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* June 5, 2023 *NEW	Budget Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
June 6, 2023	Employee Recognition Dinner	(5:30 p.m.)	TBD
* June 7, 2023	Resource Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
June 8, 2023	STSCO Governance Committee Mtg.	(3:00 p.m.)	STSCO Office
June 12, 2023	Audit Committee Mtg.	(3:00 p.m.)	Roy H. Wilfong Boardroom
* June 13, 2023	Program Review Committee Mtg.	(7:00 p.m.)	Roy H. Wilfong Boardroom
* June 20, 2023	Special Education Advisory Cmte. Mtg.	(3:30 p.m.)	Room 158
* June 27, 2023	Regular Board Mtg.	(IC 6:15 p.m. / OS 7:00 p.m.)	Roy H. Wilfong Boardroom

IC – In-camera Session OS – Open Session

* Most Regular Board Meetings, Budget Committee Meetings, and Special Education Advisory Committee Meetings are livestreamed via the KPR YouTube Channel - <https://youtube.com/user/kprschools>.