

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**CHAIRPERSONS' COMMITTEE MEETING**

Tuesday, May 16, 2023 at 6:00 p.m.

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

**REVISED OPEN SESSION AGENDA**

ITEM 1. **CALL TO ORDER**

ITEM 2. **LAND ACKNOWLEDGEMENT**

ITEM 3 **ADOPTION OF AGENDA**

ITEM 4 **DECLARATIONS OF CONFLICTS OF INTEREST**

ITEM 5 **ADOPTION OF THE MINUTES**

5.1 Wednesday, March 29, 2023 Chairpersons' Committee Meeting - \*\*

5.2 Tuesday, April 18, 2023 Special Chairpersons' Committee Meeting - \*\*

ITEM 6 **DIRECTOR'S UPDATE** - *Verbal*

ITEM 7. **DECISION REPORTS**

7.1 Review of Board Policy B-2.2, Annual Meetings and Committees of the Board – \*\*

7.2 Review of Board Policies B-1.8, Parental and Public Concerns, B-1.9, Flag Display, ES-3.2, Political Activity in Schools – \*\*

7.3 Dependent Care Amendment to Administrative Regulation BA-4.9.1, Expenses and Reimbursements for Trustees – \*\*

ITEM 8. **DISCUSSION/INFORMATION ITEMS**

8.1 Department Name Change – Safe and Caring Schools – \*\*

8.2 Master Calendar 2023-2024 – \*\*

8.3 Trustee Budget Update – \*\*

8.4 Trustee Expenditures to Date – September 1, 2022 to May 3, 2023 – \*\*

8.5 Trustee Development Committee Report – \*\*

\*8.6 Proposed Name Change for the Student Leadership Group – \*\*

ITEM 9. **OTHER BUSINESS**

ITEM 10. **FUTURE MEETING DATES**

Wednesday, September 13, 2023 (tentative)

ITEM 11. **IN-CAMERA SESSION**

ITEM 12. **ADJOURNMENT**

Steve Russell  
Committee Chairperson

– \*\* copy attached

Note: If unable to attend, please advise Linda Burton, Executive Liaison to the Trustees, at [linda\\_burton@kprdsb.ca](mailto:linda_burton@kprdsb.ca).

**SUBJECT TO COMMITTEE APPROVAL**

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**DRAFT CHAIRPERSONS' COMMITTEE MEETING MINUTES**

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

---

**ATTENDANCE**

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

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

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

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

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

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

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

It was,

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

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

**CARRIED**

**DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

**ADOPTION OF MINUTES**

Wednesday, January 18, 2023 Chairpersons' Committee Meeting

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

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

**CARRIED**

DIRECTOR'S UPDATE

Nil.

DECISION REPORTS

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

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

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

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

It was,

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

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

**CARRIED**

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

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

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

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

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

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

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

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

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

**CARRIED**

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

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

**CARRIED**

It was,

Moved by: Trustee Klassen Jeninga  
Seconded by: Trustee Abraham

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

**CARRIED**

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

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

**CARRIED**

#### CORRESPONDENCE

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

It was,

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

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

**CARRIED**

#### DISCUSSION/INFORMATION ITEMS

##### Equity Fund Discussion

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

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

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

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

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

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

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

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

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

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

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

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

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

It was,

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

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

**CARRIED**

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

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

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

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

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

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



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

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

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

It was,

Moved by: Trustee Flynn  
Seconded by: Trustee Abraham

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

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

**DEFEATED**

#### Trustee Budget Update

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

It was,

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

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

**CARRIED**

Trustee Expenditures to Date

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

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

It was,

Moved by: Trustee Abraham  
Seconded by: Trustee Klassen Jeninga

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

**CARRIED**

OTHER BUSINESS

Nil.

FUTURE MEETING DATES

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

- Tuesday, May 16, 2023

IN-CAMERA SESSION

It was,

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

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

**CARRIED**

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

ADJOURNMENT

It was,

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

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

**CARRIED**

Steve Russell  
Committee Chairperson

DRAFT

**SUBJECT TO COMMITTEE APPROVAL**

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**DRAFT SPECIAL CHAIRPERSONS' COMMITTEE MEETING MINUTES**

Tuesday, April 18, 2023, at 6:00 p.m.  
Roy H. Wilfong Boardroom  
1994 Fisher Drive  
Peterborough, ON K9J 6X6

---

**ATTENDANCE**

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

Also Present: Trustees Paul Brown, Terry Brown, Cyndi Dickson, Kathleen Flynn and Angela Lloyd; Rita Russo, Director of Education; and Linda Burton, Executive Liaison to the Trustees.

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:58 p.m.

**LAND ACKNOWLEDGEMENT**

Director of Education, Rita Russo, respectfully acknowledged that the Board was meeting on the traditional territory of the Mississauga First Nations.

**ADOPTION OF AGENDA**

It was,

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

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

**CARRIED**

**DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

IN-CAMERA SESSION

It was,

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

**That the committee move into in-camera session (6:02 p.m.).**

**CARRIED**

Following discussion of in-camera agenda items, the committee returned to open session 8:38 p.m.

ADJOURNMENT

It was,

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

**That the meeting be adjourned (8:39 p.m.).**

**CARRIED**

Steve Russell  
Committee Chairperson

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy B-2.2, Annual Meetings and Committees of the Board**

INITIATOR: Rita Russo, Director of Education

**BACKGROUND**

1. At the January 24, 2023 Board meeting, Board Policy B-3.4 Accessibility for Persons with Disabilities was passed. Outlined in this new policy under Section 5.1.3 is the expectation to appoint at least one trustee to attend all Accessibility Advisory Committee meetings held during the school year (four annually). As such, Board Policy B-2.2, Annual Meetings and Committees of the Board, required a revision to include such detail.
2. As Board Policy B-2.2, Annual Meetings and Committees of the Board was being reviewed, further revisions to clarify expectations for the annual Organizational Board meeting were made.

**STATUS**

3. Board Policy B-2.2, Annual Meetings and Committees of the Board has been further reviewed and revised. (Appendix A).

**RECOMMENDATION**

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

Rita Russo  
Director of Education



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### POLICY STATEMENT

**Policy Name:** Annual Meetings and Committees of the Board  
**Section:** Board and Community

**Policy Code:** B-2.2

**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;  
 April 25, 2023; May 16, 2023

#### 1. POLICY STATEMENT

The Annual Meetings and Committees of the Board policy ~~was developed in~~ supports 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.

**Annual Organizational Meeting**

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

**Policy**

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

**Quorum**

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

**Trustee**

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



#### 4. APPLICATION

This policy applies to all Trustees.

#### 5. RESPONSIBILITY

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

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

#### 6. POLICY

##### 6.1 Annual Board Meetings

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. in each following year on or approximately following the anniversary of the date the term of office of the board began. ~~The on the fourth Tuesday in November with the~~ Director of Education and Secretary of the Board will preside ~~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.

## **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 Accessibility Advisory Committee (1)

6.2.1.5.2 Equity, Diversity and Inclusion Committee (2)

6.2.1.5.3 Real Estate Disposal Committee (1).

6.2.1.6 Budget Committee

The Board shall establish a 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.

6.2.1.7 Statutory Committees

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

6.2.1.8 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 understand a cross section of educational issues more deeply. 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 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 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 Annual Board meeting.
- 6.3.3 At its 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](#)

DRAFT

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policies B-1.8, Parental and Public Concerns, B-1.9, Flag Display, ES-3.2, Political Activity in Schools**

INITIATOR: Rita Russo, Director of Education  
Greg Kidd, Executive Officer, Corporate Affairs

**BACKGROUND**

1. Board Policy B-1.1, Board Operation and Policy Framework states that policies are to be reviewed on a five-year cycle. In accordance with the Policy Review Schedule Board Policies B-1.8, Parental and Public Concerns, B-1.9, Flag Display and ES-3.2, Political Activity in Schools have been reviewed.

**STATUS**

2. Revisions reflecting minor language adjustments for consistency and to better reflect Board values and current practice are being recommended for Board Policies B-1.8, Parental and Public Concerns (Appendix A), B-1.9, Flag Display (Appendix B) and ES-3.2, Political Activity in Schools (Appendix C).

**RECOMMENDATIONS**

1. That Board Policy B-1.8, Parental and Public Concerns be approved as revised.
2. That Board Policy B-1.9, Flag Display, be approved as revised.
3. That Board Policy ES-3.2, Political Activity in Schools, be approved as revised.

Rita Russo  
Director of Education

Greg Kidd  
Executive Officer, Corporate Affairs



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name:** Parental and Public Concerns  
**Section:** Board and Community

**Policy Code:** B-1.8

Established: April 26, 2018

Revised or

Reviewed: DRAFT March 20, 2023

## 1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board (KPR) takes concerns from students, staff, families and communities seriously. To support our goals of success and wellness for all, we encourage individuals to address concerns directly with those involved.

## 2. OBJECTIVE

Concerns from students, staff, families and community stakeholders ~~require handling~~ will be handled in a timely and fair manner and are usually best handled closest to the source of the problem.

## 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 of Trustees

The elected governance branch of the Board.

Parent

Any parent, guardian or caregiver of a KPR student.

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:

- Kawartha Pine Ridge District School Board staff and trustees
- Parents, guardians, caregivers, and community stakeholders

Individuals with supervisory authority (both schools and non-school administrative departments) are responsible for taking prompt action, in accordance with this policy, whenever they are aware of parental or public concerns.

## 5. RESPONSIBILITY

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this policy.

The Commissioner's Office of Human Rights, Equity and Accessibility is responsible for the administration of the Report It! tool.

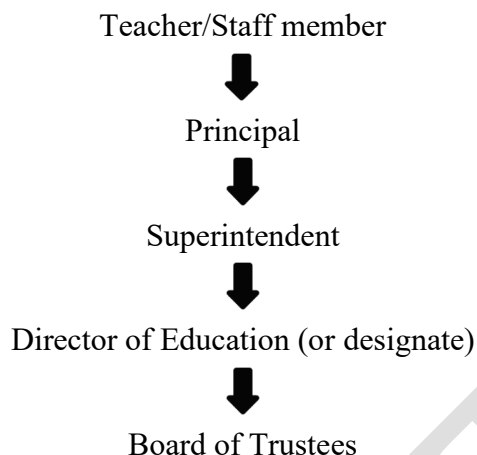
## 6. POLICY

### **6.1. Trustees**

Trustees receiving public complaints or concerns should refer the person(s) to the appropriate staff, principal or official as follows:

- 6.1.1 matters concerning individual students should first be directed to the teacher/staff member;
- 6.1.2 unsettled matters from 6.1.1 above, or problems and questions concerning individual schools, should be directed to the principal of the school;
- 6.1.3 unsettled matters from 6.1.2 above, or problems and questions concerning the school, should be directed to the local superintendent;
- 6.1.4 issues that are not school based should be directed to the appropriate superintendent, e.g., transportation matters;
- 6.1.5 if the steps outlined have been done, or for some legitimate reason are not feasible, the matter should be discussed with the Associate Director or Director of Education (or direct the person(s) to the Associate Director/Director of Education) who shall take steps to investigate; and
- 6.1.6 if Board of Trustees action is necessary, the Director of Education shall refer the matter to the appropriate Board committee or the Board of Trustees – delegations presenting to Board meetings and/or committee meetings is addressed in Board Policy No. B-2.1, Board and Committee Meetings, ~~Section 4~~, Delegations Appearing at Board and/or Committee Meetings.





### **6.2 Anonymous Concerns**

No action will be taken on anonymous correspondence other than to refer it to the appropriate official.

### **6.3 Report IT!**

In some situations, an individual may not feel comfortable or safe to report issues directly. Report IT! is a confidential online tool, accessible from the KPR website, to report issues of concern, including:

- discrimination and harassment
- bullying, threats, targeting and intimidation
- failure to accommodate, and
- other issues negatively affecting student well-being.

## **7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

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

[B-3.3, Human Rights: Code Based Discrimination and Harassment](#)

[Report IT!](#)

## **8. REFERENCE DOCUMENTS**

Legislation:

[Education Act](#)



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### POLICY STATEMENT

**Policy Name:** Flag Display  
**Section:** Board and Community

**Policy Code:** B-1.9

Established: May 24, 2018  
Revised or  
Reviewed: DRAFT March 20, 2023

---

#### 1. POLICY STATEMENT

The National Flag of Canada, as well as the flags of the provinces and territories, are symbols of honour and pride for all Canadians. The Kawartha Pine Ridge District School Board supports their respectful display of the National Flag of Canada, as well as the flags of the provinces and territories. symbols of honour and pride for all Canadians.

#### 2. OBJECTIVE

This policy formally establishes the Board's general guidelines for the raising, lowering and display of flags at Board facilities.

#### 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 of Trustees

The elected governance branch of the Board.

#### 4. APPLICATION

This policy applies to all schools and buildings of the Board.

#### 5. RESPONSIBILITY

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this policy developed to ensure consistent flag protocols.

School principals and custodians are responsible for implementing this policy at their buildings.

## 6. POLICY

### General Guidelines

~~The following guidelines outline the raising, lowering and display of flags at Board facilities:~~

#### **6.1 Display of National and Provincial Flags**

- 6.1.1 All schools shall display inside the school both the National Flag of Canada and the Provincial Flag of Ontario, as required by Ontario Regulation 298.
- 6.1.2 The National Flag must be given prominence at all times and should be placed on the left of the other flags (to the right of the dais) when standards are used. If three flags are displayed, the National Flag should be placed in the middle.
- 6.2.4.3 Our schools are equipped with one exterior flag pole per school. As such, our schools ensure that the National Flag is given primacy of position at all times. This is maintained throughout the year when our schools also fly the Kawartha Pine Ridge District School Board flag.

#### **6.2 Lowering Flags**

- ~~3.~~ Exterior flags throughout the system shall be lowered to half-mast on the death of:
  - ~~3.16.2.2~~ the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
  - ~~3.26.2.3~~ the Governor-general or a former Governor-general, the Prime Minister of Canada or a former Prime Minister;
  - ~~3.36.2.4~~ The Lieutenant-governor of Ontario or a former Lieutenant-governor;
  - ~~3.46.2.5~~ the Premier of Ontario or a former Premier;
  - ~~3.56.2.6~~ the Chairperson or member of the Board of Trustees;
- In addition:
  - ~~3.66.2.7~~ on the death of a Member of the House of Commons or Provincial Legislature for that riding;

- 3.76.2.8 flags at schools within a specific municipality shall be lowered to half-mast on the death of a Senator whose residence is in that municipality, or of the mayor of the municipality;
- 3.86.2.9 principals may lower flags to half-mast on the death of any person held in special regard in *the school*, including a student or staff member;
- 3.96.2.10 ~~at the discretion of the principal~~, the National Flag may be lowered briefly, at 11:00 a.m. on Remembrance Day, in memory of the war dead; and
- 3.106.2.11 the Director of Education may order the lowering of flags to half-mast at all or any schools, in addition to the foregoing, on the death of any person held in special regard in the system.

"Death" for the purpose described above, may be taken to include the day of death, up to and including the day of funeral.

The position of the flag when flying at half-mast will depend on its size, the length of the flag staff and its location; but as a general rule, the centre of the flag should be exactly halfway down the staff – when hoisted to, or lowered from half-mast position, a flag should first be raised to the mast head.

#### 4.6.3 Additional Flags

Schools may also display, in addition to the National, Provincial and Kawartha Pine Ridge District School Board flag, corporately endorsed flags in support of special events, observances or recognitions (e.g. Pride flag, Métis flag, Every Child Matters flag, etc.).

#### 5.6.4 Pride Month

The Kawartha Pine Ridge District School Board values equity, diversity, inclusion and the dignity and humanity of each individual. This commitment is captured within its Mission, Vision and Values statements as:

“We value equity, diversity, inclusiveness and the dignity and humanity of each individual in our policies, practices, programs and interactions.”

June is Pride Month around the world, chosen in commemoration of the Stonewall Riots which occurred at the end of June, 1969. The pride flag is a universal symbol of pride, hope and diversity.

Consistent with the Board's adopted values of equity and inclusive education, and established practice, all schools will fly the pride flag for the duration of the month of June.

At the discretion of the principal schools may also fly the Ppride flag during other times in the school year.

## **7. REFERENCE DOCUMENTS**

Legislation:

[Education Act](#)

[Ontario Regulation 298: Operation of Schools - General](#)

DRAFT



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### POLICY STATEMENT

**Policy Name:** Political Activity in Schools  
**Section:** Educational Services

**Policy Code:** ES-3.2

Established: May 27, 1999

Revised or

Reviewed: April 27, 2006; December 20, 2012; April 26, 2018; DRAFT March 20, 2023

#### 1. POLICY STATEMENT

~~The Board believes it is important for students to gain an appreciation of good citizenship and of~~ The Kawartha Pine Ridge District School Board (KPR) supports student learning about civic engagement, good citizenship and the role local, provincial, national and global politics play in everyday life. The Board encourages schools to provide opportunities for students to gain experience in political affairs, believing that students should be encouraged to study, discuss and debate political opinions in an open, informed and reasoned manner.

#### 2. OBJECTIVE

The Board encourages schools to provide these valuable learning experiences through program components within the curriculum and through co-curricular opportunities. At no time shall political activity interfere with the normal operation of the school unless by resolution of the Board and/or at the request of the Ministry of Education.

#### 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.

#### 4. APPLICATION

This policy applies to all Kawartha Pine Ridge District School Board staff and students.

#### 5. RESPONSIBILITY

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this policy.

The Superintendent of Student Achievement overseeing Student Leadership and school administration are responsible for implementing this policy in schools.

## 6. POLICY

### 6.1 Student Opportunities

To ensure that students have these opportunities, the Board endorses:

- 6.1.1 the Student Leadership Group as a political organization in secondary schools in accordance with Board Policy No. B-1.5, Student Trustees, and the supporting administrative regulations;
- 6.1.2 the inclusion of two pupils as trustees of the Board in accordance with Ontario Regulation 7/07, Board Policy No. B-1.5, Student Trustees, and any supporting administrative regulations;
- 6.1.3 the student council, or equivalent, as a form of student government in elementary, where appropriate, and secondary schools;
- 6.1.4 the inclusion of non-partisan political clubs as co-curricular activities in secondary schools;
- 6.1.5 the holding of all-candidates' assemblies, for educational and informational purposes, in the elementary schools, where appropriate, and secondary schools during federal, provincial and municipal election campaigns;
- 6.1.6 the development, where appropriate, of political study components within the curriculum; and
- 6.1.7 staff involvement in student political opportunities. This involvement must be, as always, highly professional, free of political bias, and must refrain from denigrating, promoting, or proselytizing any political points of view.

### 6.2 Right to Access

- 6.2.1—The Board reserves the right to prohibit access to elementary and secondary schools or any other Board property by a candidate(s), where it deems appropriate.

## 7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.5, Student Trustees](#)

Administrative Regulations:

[ES-3.2.1, Political Activity in Schools](#)

**8. REFERENCE DOCUMENTS**

Legislation:

[Education Act](#)

[Ontario Regulation 7/07: Student Trustees](#)

DRAFT



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Dependent Care Amendment to Administrative Regulation BA-4.9.1, Expenses and Reimbursements for Trustees**

INITIATOR: Rita Russo, Director of Education

**BACKGROUND**

1. At the April 25, 2023 Board meeting, the Chairpersons' Committee report from the March 29, 2023 meeting was presented. Included in the Chairpersons' report was the discussion related to trustee expenses and the provision for dependent care.
2. Following the discussion related to the report, a trustee asked that language be written to include dependent care into administrative regulation BA-4.9.1, Expenses and Reimbursements. Clarification was asked surrounding criteria and an understanding of where the funds for this expense would come from, be presented at the next meeting.

**STATUS**

3. Language to related to dependent care expenses has been added to administrative regulation BA-4.9.1, Expenses and Reimbursements (Appendix A) for consideration by trustees.
4. A specific cap on funding for this expense is included in the administrative regulation.
5. No additional funding has been added to the Trustee budget to accommodate this expense. The costs for this expense will become part of the overall trustee expenses budget.
6. While administrative regulations do not require approval by the Board, this amendment directly impacts trustees and their budget and as such, the Director is seeking feedback and direction prior to making the revisions.

**RECOMMENDATION**

1. That Administrative Regulation BA-4.9.1, Expenses and Reimbursements, be approved as revised.

Rita Russo  
Director of Education



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

**Regulation Name:** Expenses and Reimbursements for Trustees

**Regulation Code:** BA-4.9.1

**Section:** Business and Administrative Services

**Policy Code Reference:** BA-4.9

Established: January 24, 2023

Revised or

Reviewed:

---

**1. OBJECTIVE**

The objective of this administration regulation is to ensure that trustees are reimbursed for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

**2. 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 of Trustees**

The elected governance branch of the Board.

**Detailed Receipt/Receipt**

A document identifying the vendor with the date and amount of each expense item paid by the claimant.

**Dependent**

A dependent is a person who resides with the trustee on a full-time basis and relies on the trustee for care (e.g., a child, parent or spouse).

**Spouse**

The trustee's married, common law or same-sex partner.

**Trustee**

For the purpose of this administrative regulation, trustee includes the Board of Trustees and student trustees.

### **3. APPLICATION**

This administrative regulation applies to all trustees.

### **4. RESPONSIBILITY**

The Chairperson of the Board and the Superintendent of Business and Corporate Services have responsibility for administering this regulation. The Director of Education has the authority to implement this administrative regulation.

### **5. PROCEDURE**

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. If an overpayment occurs, the claimant shall be required to repay all such overpayments received.

#### **5.1 Approval of Trustee Expenditures**

5.1.1 The Chairperson of the Board shall approve expenses initiated by trustees.

5.1.2 The Chairperson of the Board shall approve expenses initiated by the Director of Education.

5.1.3 The Superintendent of Business and Corporate Services shall approve expenses initiated by the Chairperson of the Board.

5.1.4 Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure, in compliance with audit requirements. A written explanation with the claim will be provided in rare circumstances where a receipt is not available.

5.1.5 Where a trustee has been denied entitlement for reimbursement for an item, the Chairperson of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in public session.

#### **5.2 Travel Expenses**

Travel by trustees using their own vehicles to travel on Board business will be reimbursed upon submission of a monthly travel expense claim. For all mileage reimbursements, mileage calculations will begin at the permanent residence of the trustee.

The Government of Canada's reasonable per-kilometre rate for all kilometres, published each January, will be the Board's kilometre reimbursement rate,

effective September 1 of that year, and will be reviewed on February 1 to determine if a change is required.

Electronic Toll Roads (ETR), such as, but not limited to, the 407 ETR, should only be used in extenuating and exceptional circumstances.

Traffic or parking violation tickets will not be reimbursed.

### 5.3 Meal Expenses

The following daily meal allowance is provided as a guideline for meal expenses. It is recognized that meal costs in major urban centres may exceed these guidelines.

Breakfast	\$10.00
Lunch	20.00
Dinner	<u>30.00</u>
Total	\$60.00

For a full day of meal claims (breakfast, lunch, and dinner) there is discretion to reallocate the rate among meals; however, the total daily meal allowance guideline of \$60.00 applies.

Gratuities are capped at 20% of pre-tax amounts.

Alcohol charges will not be reimbursed by the Board.

Original, detailed receipts for meals, with names, must be provided. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

### 5.4 Dependent Care

For the purposes of this administrative regulation, a dependent is a person who resides with the trustee on a full-time basis and relies on the trustee for care (e.g., a child, parent or spouse).

Prior approval for reimbursement of dependent care expenses is required, as well as a documented explanation of the circumstances. As attendance at Board and Committee meetings outlined in Board Policy B-2.2 Annual Meetings and Committees of the Board are an expected part of trustee responsibilities, there will be no reimbursement for dependent care at these meetings.

Each trustee is eligible for dependent care up to a maximum of \$1500/fiscal year.

Expenses may be reimbursed under the following circumstances:

- If attendance at a particular meeting or event is occasional or unexpected; and
- If you incur expenses above and beyond your usual costs for dependent care as a direct result of attendance at a trustee meeting or event.

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.

## **5.5 Cellular Phones**

Board-provided/corporate cell phones are issued to all trustees at the start of their term and paid for by the Board.

If traveling out of the country, notice will need to be provided to the Executive Liaison to the Trustees in order to ensure the correct roaming plan is placed on the Board-provided/corporate cell phone.

## **5.56 Internet Service**

Internet service is to be provided to trustees. Efficient service and reasonable cost will be considered. Internet service is provided to the student trustees at their secondary schools.

Trustees who are personally invoiced by the internet provider are to be reimbursed through their monthly expense form submission, with supporting receipts.

## **5.67 Trustee Attendance at Special Events**

Trustees receive many invitations to attend special events in their capacity as Board representatives. Some invitations require the purchase of a ticket or a contribution towards a gift; expenses incurred for such events can be reimbursed by submitting the amount on a monthly travel expense claim.

Expenses greater than \$100.00 should be pre-approved. This does not include Board or committee meetings, or school events within the Board's jurisdiction.

**5.78 Trustee Accommodation**

Travel accommodation should be booked through the Office of the Director to ensure that the best corporate rate is obtained and to enable hotels to bill the Board directly. Emergency accommodation arising from unforeseen circumstances while attending any Board function, either in or out of the system, will be paid upon submission of original receipts.

The following personal expenses will not be reimbursed:

5.78.1 hotel charges for fitness facilities, movie rentals, mini-bar charges, etc.; and

5.78.2 charges incurred by a family member or guest.

**5.89 Trustee Equipment**

Standard equipment (laptop, printer, cell phone) will be provided to all trustees. All equipment must be returned to the Education Centre when the duties of the trustee ceases.

**5.910 Miscellaneous Expenses Incurred by Trustees**

Occasionally, other minor miscellaneous expenses could be incurred by a trustee and these may be submitted for reimbursement. Generally, such items will be limited to the following:

5.910.1 Postage costs incurred arising from written communication with constituents, trustees from other boards, etc. are intended to be individual in nature, and mass mailings to constituents and others are not eligible for reimbursement. Trustees are expected to utilize the Board's internal mailing system wherever possible.

5.910.2 Small quantities of envelopes and stationery items may be provided on request. These items should be used on a very limited basis and only for Board business. The Chairperson of the Board and Vice-chairperson of the Board will be permitted the use of Board stationery items to the extent that these items are required to discharge the duties of the office.

5.910.3 Business cards will be provided upon request, and must be consistent with the Board's standard format.

5.910.4 Items not specifically identified within this administrative regulation are not eligible for reimbursement unless approved by the Board.

**5.1011 Disclosure of Trustee Annual Expenditure**

Each trustee's annual expenditure will be made public.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-4.9, Expenses and Reimbursements for Trustees](#)

[BA-5.1, Purchasing Procedures](#)

Procedural Documents (Internal):

[Travel/Expense Reimbursement Form](#)

**7. REFERENCE DOCUMENTS**

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Department Name Change – Safe and Caring Schools**

INITIATOR: Rita Russo, Director of Education  
Sonal Gohil, Superintendent, Student Achievement

**BACKGROUND**

1. Welcoming and engaging school environments lead to positive student experiences, especially when families and communities are intentionally involved. Safe and caring schools, both physically and psychologically, are a critical element to successfully nurturing positive student experiences.
2. The Kawartha Pine Ridge District School Board is committed to creating and sustaining safe and caring schools for the purpose of promoting learning, achievement and well-being. We believe every student is able to reach their full potential through a whole school approach to ensuring a positive school climate where all members of the school community feel that they are safe, have a sense of belonging, are accepted, supported, cared for and included.
3. The department that supports the aforementioned board commitments is the Safe, Caring and Restorative Schools department.

**STATUS**

4. The board acknowledges that students' individual identities may be impacted differently by historical and current systemic biases and oppression. To enhance safe and caring school climates, supports are provided and inappropriate behaviour is addressed taking into account mitigating and other factors using a progressive discipline approach.
5. There has been a shift in emphasis, over time, from using restorative practices as a focus of resolution to proactively developing healthy relationships using a trauma-informed, culturally responsive approach in order to support all students within our system.
6. The new department will be named Safe and Caring Schools. This title will be inclusive of the individual identities and lived experiences of all students we serve.



**RECOMMENDATION**

1. That the Department Name Change – Safe and Caring Schools Report, dated May 16, 2023, be received for information.

Rita Russo  
Director of Education

Sonal Gohil  
Superintendent, Student Achievement

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Master Calendar of Meeting Dates for 2023-2024**

INITIATOR: Rita Russo, Director of Education

**BACKGROUND**

1. The Director of Education presents to trustees a master calendar, for their review, of meeting dates for the upcoming year. This calendar is used as a planning tool for trustees, and as a base document from which all other organizational meetings are planned.

**STATUS**

2. A calendar of trustee meeting dates from August 2023 to July 2024 is attached as Appendix A for trustee review.
3. Appendix B provides a legend for the calendar and a list of meeting dates that are impacted by days of significance or holidays.

**RECOMMENDATION**

1. That the Master Calendar of Meeting Dates for 2023-2024 Report, dated May 16, 2023, be received for information.

Rita Russo  
Director of Education

August 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	29	30
27	28	29	30	31									

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Leaders Launch	25	26
27	28	29	30	31 PA Day	Sep 1	2

# September 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 27	28	29	30	31	Sep 1 Board Holiday	2
3	4 Labour Day	5 First Day of Classes	6 7:00pm Resource Committee Meeting (Roy H. Wilfong Boardroom)	7	8	9
10	11 • Samvatsari/Parvashan ends/Daslakshan 3:00pm Audit Committee Meeting (Roy H. Wilfong)	12 3:30pm Special Education Advisory Committee Meeting 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	13 10:30am Indigenous Education Advisory Committee (Room 157) 6:00pm Chairpersons' Committee Meeting (Roy H. Wilfong)	14	15 6:30pm Rosh Hashanah	16 Curve Lake Pow Wow
17	18 5:00pm Expulsion Committee Meeting (Roy H. Wilfong) 6:00pm Parent Involvement Committee Meeting	19 1:00pm Supervised Alternative Learning (Room 157)	20 • Kshamavani/Daslakshan an Parva Ends (Jainism)	21 Strategic Planning - Trustees/Senior Administration (TDB)	22	23 • Harvestide/Fall Equinox (Wicca)
24	25 ◆ Yom Kippur (Judaism)	26 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	27	28	29 PA Day (Elem & Sec)	30 ◆ National Day for Truth and Reconciliation

## October 2023

October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1	2 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	3 1:00pm Supervised Alternative Learning (Room 157)	4 • National Day of Action for Missing and Murdered Indigenous 7:00pm Resource Committee Meeting (Roy H. Wilfong)	5	6	7
8	9 Thanksgiving Holiday	10 3:30pm Special Education Advisory Committee Meeting 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	11 9:30am Equity, Diversity and Inclusion Committee Meeting (Room 158)	12 6:00pm HOLD: Tentative MPP/Trustee Dialogue (Roy H. Wilfong Boardroom)	13	14
15	16 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	17 • Birth of Bahá'u'lláh (Bahá'í) 1:00pm Supervised Alternative Learning (Room 157)	18	19	20	21 Tentative - Parent Conference
22	23 • Vijaya Dashmi/Dussehra (Hinduism)	24 • Vijaya Dashmi/Dussehra (Hinduism) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	25 3:00pm STSCO Governance Committee Meetings (STSCO Office)	26	27	28
29	30 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	31 1:00pm Supervised Alternative Learning (Room 157)	Nov 1	2	3	4

## November 2023

November 2023							December 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1 • O Samhain (Wicca) 7:00pm Resource Committee Meeting (Roy H. Wilfong Boardroom)	2	3 PA Day (Elem & Sec)	4
5	6 6:00pm Parent Involvement Committee Meeting (Room 158)	7 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	8 9:30am First Nations Education Services Agreement 10:30am Indigenous Education Advisory Committee (Room)	9 6:00pm HOLD: Tentative MPP/Trustee Dialogue (Roy H. Wilfong Boardroom)	10	11
12	13 • New Year (Hinduism) 3:00pm Audit Committee (Roy H. Wilfong Boardroom) 5:00pm Expulsion Committee Meeting	14 • New Year/Enlightenment 1:00pm Supervised 3:30pm Special 7:00pm Annual Board 8:00pm Striking	15 6:00pm Chairpersons' Committee Meeting (Roy H. Wilfong Boardroom)	16	17	18
19	20	21	22	23	24 PA Day (Sec)	25
26	27 • Birth of Guru Nanak (Sikhism) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	28 1:00pm Supervised Alternative Learning (Room 157) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	29	30	Dec 1	2

# December 2023

December 2023							January 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	7	8	9	10	11	12	13
17	18	19	20	21	22	23	14	15	16	17	18	19	20
24	25	26	27	28	29	30	21	22	23	24	25	26	27
31							28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
3	4	5	6	7	8	9
			9:30am Equity, Diversity and Inclusion 7:00pm Resource Committee Meeting			
10	11	12	13	14	15	16
	3:00pm Audit Committee Meeting 5:00pm Expulsion Committee Meeting	1:00pm Supervised Alternative Learning 3:30pm Special 7:00pm Program Review				
17	18	19	20	21	22	23
		7:00pm Board Meeting (Roy H. Wilfong Boardroom)		• O Yule/Winter Solstice (Wicca)		
24	25	26	27	28	29	30
	♦ Christmas (Christianity)	♦ Kwanzaa	Winter Break (All Schools and Education Centre Closed)			
31	Jan 1, 24	2	3	4	5	6

January 2024

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		4	5	6	7	8	9	10
7	8	9	10	11	12	13	11	12	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28	29		
28	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 24	2	3	4	5	6
	• New Year's Day (Christianity)		Winter Break (All School Closed)			
7	8	9	10	11	12	13
◆ Christmas [Julian Calendar] (Christianity)		1:00pm Supervised Alternative Learning (Room 157) 3:30pm Special Education Advisory Committee Meeting	3:00pm STSCO Governance Committee Meeting 7:00pm Resource Committee Meeting (Roy H. Wilfong)			
14	15	16	17	18	19	20
• New Year's Day [Julian Calendar] (Christianity)	6:00am Parent Involvement Committee Meeting (Room 158)	7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	• Birth of Guru Gobind Singh (Sikhism) 6:00pm Chairpersons' Committee Meeting (Roy H. Wilfong Boardroom)			
21	22	23	24	25	26	27
	5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	1:00pm Supervised Alternative Learning (Room 157) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)		Public Education Symposium (PES) (Sheraton Centre Toronto )	Secondary Examinations/Culminating Activities Begin	
28	29	30	31	Feb 1	2	3
	Secondary Examinations/Culminating Activities Period					



February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	1	2	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1 Secondary Examinations/Cul	2 PA Day (Elem & Sec)	3
4	5 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	6 1:00pm Supervised Alternative Learning (Room 157)	7 9:30am Equity, Diversity and Inclusion Committee Meeting 7:00pm Resource Committee Meeting (Roy H. Wilfong)	8	9 Trustee/Senior Administration Strategic Planning	10 Lunar New Year/Maitreya Bodhisattva's Birthday (Buddhism)
11	12 3:00pm Audit Committee (Roy H. Wilfong Boardroom) 6:00pm Parent Involvement Committee Meeting	13 3:30pm Special Education Advisory Committee Meeting 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	14 9:30am First Nations Education Services Agreement 10:30am Indigenous Education Advisory Committee (Room	15 Sakyamuni Buddha's Nirvana Day (Buddhism)	16	17
18	19 Family Day Holiday	20 1:00pm Supervised Alternative Learning (Room 157) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong)	21	22	23	24
25	26	27 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	28 7:00pm Resource Committee Meeting (Roy H. Wilfong Boardroom)	29	Mar 1	2

March 2024

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
3	4 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	5 1:00pm Supervised Alternative Learning 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	6 6:00pm Chairpersons' Committee Meeting (Roy H. Wilfong Boardroom)	7	8 • Mahashivratri (Hinduism) March Break Begins	9
10 ◊ Ramadan Begins (Islam)	11	12	13 March Break (All Schools Closed)	14	15	16
17	18 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	19 1:00pm Supervised Alternative Learning 3:30pm Special Education Advisory	20 • O Ladyday/Spring Equinox (Wicca) • O Naw Ruz (New Year) (Bahá'í)	21 • Navroze (New Year) (FC) (Zoroastrianism)	22 Strategic Planning Senior Administration	23
24	25 7:00pm Pre-Budget Committee Meeting (Roy H. Wilfong Boardroom)	26 • Khordad Sal (FC) (Zoroastrianism) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	27 3:00pm STSCO Governance Committee Meeting (STSCO Office)	28	29 Good Friday (Holiday) (Christianity)	30
31 • Easter (Christianity)	Apr 1	2	3	4	5	6

# April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 Easter Monday (Holiday) (Christianity)	2 1:00pm Supervised Alternative Learning (Room 157) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong)	3 7:00pm Resource Committee Meeting (Roy H. Wilfong Boardroom)	4	5	6
7	8 6:00pm Parent Involvement Committee Meeting (Room 158)	9 6:00pm ◊ Eid ul-Fitr (Islam)	10 ◊ Eid ul-Fitr (Islam)	11 3:30pm Special Education Advisory Committee Meeting 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	12	13 ♦ Vaisakhi (Hinduism + Sikhism)
14	15 • Birth of Guru Nanak (Sikhism) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	16 1:00pm Supervised Alternative Learning (Room 157)	17 • Shri Ram Navami (Hinduism)	18 7:00pm Pre-budget Committee Meeting (Roy H. Wilfong Boardroom)	19	20 First day of Ridvan♦◊ (Bahá'í) Hiawatha First Nation Pow Wow
21	22 6:00pm ◊ Pesach/Passover (Judaism)	23 ♦◊ Pesach/Passover (Judaism)	24 ♦◊ Pesach/Passover (Judaism) • Theravada New Year (Buddhism)	25 • ◊ Pesach/Passover (Judaism) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	26 • ◊ Pesach/Passover (Judaism) PA Day (Elem & Sec)	27 • ◊ Pesach/Passover (Judaism)
28	29 ♦◊ Pesach/Passover (Judaism) • ◊ Ninth day of Ridvan (Bahá'í)	30 ♦◊ Pesach/Passover (Judaism)	May 1	2	3	4

May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 9:30am Equity, Diversity and Inclusion 1:00pm Supervised Alternative Learning 7:00pm Resource Committee Meeting	2 •O Twelfth day of Ridvan (Bahá'í) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	3 ♦ Holy Friday [Julian Calendar] (Christianity)	4
5 ♦ National Day of Awareness for Missing and Murdered Indigenous • Easter [Julian Calendar] (Christianity)	6 • Easter Monday [Julian Calendar] (Christianity)	7 7:00pm Program Review Committee (Roy H. Wilfong Boardroom)	8 9:30am First Nations Education Services Agreement 10:30am Indigenous Education Advisory Committee (Room Boardroom)	9 6:00pm Trustee/School Council Dialogue (TBD)	10	11 •O Shavuot (Judaism)
12 •O Shavuot (Judaism)	13 •O Shavuot (Judaism) 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	14 1:00pm Supervised Alternative Learning (Room 157) 3:30pm Special Education Advisory Committee Meeting	15	16	17	18 Hiawatha First Nation Pow Wow
19	20 Victoria Day Holiday	21 7:00pm Budget Committee Meeting (Roy H. Wilfong Boardroom)	22 6:00pm Chairpersons' Committee Meeting (Roy H. Wilfong Boardroom)	23 • Wesak/Buddha Day (Buddhism)	24 Strategic Planning Senior Administration	25
26	27 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom) 7:00pm Budget Committee Meeting (Roy H. Wilfong Boardroom)	28 1:00pm Supervised Alternative Learning (Room 157) 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	29 7:00pm Budget Committee Meeting (Roy H. Wilfong Boardroom)	30	31	Jun 1

June 2024

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3 3:00pm Audit Committee Meeting 7:00pm Budget Committee Meeting	4 6:00pm Employee Recognition Dinner (TBD)	5 3:00pm STSCO Governance 7:00pm Resource Committee Meeting	6	7	8
9	10 5:00pm Expulsion Committee Meeting (Roy H. Wilfong Boardroom)	11 1:00pm Supervised Alternative Learning 3:30pm Special 7:00pm Program Review	12	13	14	15
16 ◊ Eid ul-Adha (Islam)	17 ◆◊ Eid ul-Adha (Islam)	18 7:00pm Board Meeting (Roy H. Wilfong Boardroom)	19	20 • O Litha/Summer Solstice (Wicca)	21 ◆◊ National Indigenous Peoples Day (Indigenous)	22
23	24 5:00pm Expulsion Committee Meeting (Roy H. Wilfong)	25 Secondary Examination/Culminating Activities Period/Commencements 1:00pm Supervised Alternative Learning (Room 157)	26	27	28 PA Day (Elem & Sec)	29
30	Jul 1	2	3	4	5	6

July 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		4	5	6	7	8	9	10
7	8	9	10	11	12	13	11	12	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28	29	30	31
28	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1 Canada Day	2	3	4	5	6
				Canadian School Boards Association - National Gathering (TBD)		
7	8	9	10	11	12	13
					HOLD: Alderville First Nation Pow Wow	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Aug 1	2	3

Black Diamond Days & Sundown Events 2023-2024

- ◆ Do not schedule events at any time on these days.
- ◇ Do not schedule events on the evenings of these days.
- Events are encouraged to be scheduled on an alternate day.
- Events are encouraged to be scheduled on an alternate evening (days of significance begin at sundown).

Meeting dates that need to be modified and suggested dates to move to					
Date D/M/Y	Meeting	Suggested Revised Date	Notes (moved to)	Legend Code	Reason
December 26, 2023	Board	December 19, 2023	Tuesday	Holiday	Winter Break
February 19, 2024	Expulsion	February 20, 2024	Tuesday	Holiday	Family Day
April 1, 2024	Expulsion	April 2, 2024	Tuesday	Holiday	Easter
April 9, 2024	Program	April 11, 2024	Thursday	Diamond Day	◇ Eid ul-Fitr (Islam)
April 10, 2024	SEAC	April 11, 2024	Thursday	Diamond Day	◆ Eid ul-Fitr (Islam)
April 23, 2024	Board	April 25, 2024	Thursday	Diamond Day	◆ Pesach/Passover
June 25, 2024	Board	June 18, 2024	Tuesday	Conflict	Commencements

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Budget Update**

INITIATOR: Steve Russell, Chairperson of the Board

**BACKGROUND**

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

**STATUS**

2. Below is the budget report for September 2022 – May 3, 2023.

<i><b>Account Description</b></i>	<i><b>Total</b></i>	<i><b>Budget</b></i>	<i><b>Available</b></i>	<i><b>% Spent</b></i>
Honorarium	98,143.57	155,766.00	57,622.43	63
Benefits (Mandatory Employer Health Tax)	5,518.20	8,752.00	3,233.80	63
P.D. Non-academic	44,825.37	28,000.00	-16,825.37	160
P.D. Non-academic (Student Trustees)	6,015.97	10,000.00	3,984.03	60
Photocopying	920.83	6,000.00	5,079.17	15
Mileage	9,311.42	32,981.00	23,669.58	28
Other Travel	0	3,000.00	3,000.00	0
Telephone	4,323.53	13,900.00	9,576.47	31
Supplies	6,253.74	8,000.00	1,746.26	78
<b>Grand Total:</b>	<b>\$175,312.63</b>	<b>\$266,399.00</b>	<b>\$91,086.37</b>	<b>66</b>

**RECOMMENDATION**

1. That the Trustees' Budget Update Report, dated May 16, 2023, be received for information.

Steve Russell  
Chairperson of the Board



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Expenditures to Date: September 1, 2022 to May 3, 2023**

INITIATOR: Steve Russell, Chairperson of the Board

**BACKGROUND**

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

**STATUS**

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

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

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

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

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

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

**Trustee Expenditures  
September 1, 2022 to May 3, 2023**

**CC Item 8.4 May 16, 2023  
Page 2**

<i>Trustee</i>	<i>Professional Development</i>	<i>Mileage or Other Travel</i>	<i>Cell Phone Expenses</i>	<i>Additional Expenses</i>	<i>Total</i>
Abraham, Cathy	-	703.11	330.45		1,033.56
Brown, Paul	2,866.88	1,179.26	541.92		4,588.06
Brown, Terry	2,718.27	1,236.14	152.88		4,107.29
Conway, Sean	2,653.78	-	86.16		2,739.94
Dickson, Cyndi	4,355.00	1,382.84	372.92		6,110.76
Dupuis, Kailee	-	96.56	87.19		183.75
Flynn, Kathleen	6,179.62	-	610.09		6,789.71
Kitney, Rose	4,917.17	126.80	158.82		5,202.79
Klassen Jeninga, Jaine	6,239.94	2,106.27	253.12	40.45	8,639.78
Lloyd, Angela	4,270.05	520.13	455.42		5,245.60
Lloyd, Diane	6,261.45	1,285.67	151.12		7,698.24
Nyberg, Gail	-	281.94	64.91		346.85
Ojeda, Emilio	-	-	117.34		117.34
Russell, Steve	4,730.03	392.70	633.41	29.62	5,785.76
Mahfuz, Maria (Student Trustee)	2,603.10	-	157.07		2,760.17
Mitchell, Kelly (Student Trustee)	1,799.42	-	150.71		1,950.13
In-coming Student Trustees	1,613.45	-	-		1,613.45
<b>Grand Total:</b>	<b>\$51,208.16</b>	<b>\$ 9,311.42</b>	<b>\$ 4,323.53</b>	<b>\$ 70.07</b>	<b>\$64,913.18</b>

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

**RECOMMENDATION**

1. That the Trustee Expenditures September 1, 2022 to May 3, 2023 Report, dated May 16, 2023, be received for information.

Steve Russell  
Chairperson of the Board

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Development Committee Meeting**

INITIATOR: Rita Russo, Director of Education

**BACKGROUND**

1. The Trustee Development Committee met on Tuesday, April 18, 2023 to review requests for upcoming conferences.

**STATUS**

2. The committee reviewed requests from those trustees who wished to attend the annual meetings along with current budget figures.
3. The following five trustees will attend the Ontario Public School Boards' Association's Annual General Meeting (Trustees Klassen Jeninga (Vice-chairperson of the Board), Dickson, Flynn, A. Lloyd and D. Lloyd).
4. The following five trustees will attend the Canadian School Boards' Association's Annual Meeting (Trustees Russell (Chairperson of the Board), Klassen Jeninga (Vice-chairperson of the Board), Flynn, Kitney and D. Lloyd).
5. The following three student trustees will attend the OSTA-AECO Annual General Meeting (Student Trustee Mahfuz along with in-coming Student Trustees Alshraideh and Thomas).

**RECOMMENDATION**

1. That the Trustee Development Committee Report, dated May 16, 2023, be received for information.

Rita Russo  
Director of Education

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Proposed Name Change for Student Leadership Group**

INITIATOR: Steve Russell, Chairperson of the Board

**BACKGROUND**

1. The Student Leadership Group (SLG) is a group run by the Student Trustees which is composed of student representatives from across Kawartha Pine Ridge District School Board (KPR). The SLG is an advisory body to the Student Trustees, who take their input to advocate for KPR students at the Board and provincial levels. Currently, out of thirteen secondary schools at KPR, only seven are part of the SLG. There is a critical need to increase participation and engagement so the Student Trustees can accurately represent all students' voices.

**STATUS**

2. At the January 2023 Board meeting, it was announced that Student Trustees Mahfuz and Mitchell are exploring ways to strengthen and amplify the voices of KPR students represented by the board. This aligns with the Board Action Plan's goals, notably, SP - EC 2: Cultivate leadership in our students, staff, schools and communities; and SA - EC 1: Engage and empower students and community to share their voice and experience in education. The objective is to establish a sustainable and cohesive model of student leadership that aligns with the board's vision for student success and enables the Student Leadership Group (SLG) to gather student input effectively.
3. To achieve these goals, Student Trustee Mahfuz and Mitchell propose changing the name of the SLG to Student Senate. The name Student Senate will be an improved representation of the role of the current SLG. There are several benefits to making this change including increased recognition and legitimacy, improved communication with school administration, greater accountability, enhanced leadership opportunities, and increased student engagement within the board.
4. The name Student Senate is often associated with official bodies that hold decision-making power. Using this name, the SLG may be seen as a more formal and legitimate group, which will help increase its visibility and influence within the school community. A Student Senate may have a more formalized relationship with the administration in some schools, allowing for more open and effective communication channels. This can help the Student Senate better advocate for student needs and concerns. Furthermore, using the name Student Senate may create a greater sense of responsibility among student leaders as they represent their peers. This can help ensure the Student Senate works toward the student body's best interests. Most importantly, being part of a Student Senate may

provide more opportunities for students to develop leadership skills, such as parliamentary procedures, public speaking, and conflict resolution. These skills can be valuable in future academic and professional pursuits. Lastly, the name Student Senate may generate more interest and participation among students, as it is a well-known name. This can increase the diversity of perspectives in the Student Senate and encourage more students to become involved in student leadership. We formally request your support in putting forward a motion for a name change from SLG to Student Senate.

5. The student leadership in KPR needs to change to represent our rapidly evolving world. Since students are the reason for the existence of KPR, it is crucial to give them a say in decision making. Changing KPR's leadership structure will help the board better represent its students and make informed decisions. The Student Trustees are committed to working with other trustees, KPR management and staff to ensure this critical change is implemented during the current academic year. In successfully changing the name of SLG to Student Senate, an updated constitution for the group will be created, along with formalized roles for the members to increase student engagement and ensure this group will work effectively to enhance student voices in KPR.

### **RECOMMENDATION**

1. That the proposed name change of the Student Leadership Group Report, dated May 16, 2023, be received for information.

Steve Russell  
Chairperson of the Board