KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

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POLICY STATEMENT

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

Established: October 7, 1999
Revised or Reviewed: April 27, 2000; June 14, 2000; December 21, 2000; December 6, 2001; May 22, 2003; November 27, 2003; February 26, 2004; October 26, 2006; October 23, 2008; May 27, 2010; October 27, 2011; April 18, 2013; October 22, 2015; October 22, 2019; April 26, 2022; May 30, 2022; April 25, 2023; May 23, 2023; May 28, 2024

1. POLICY STATEMENT

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

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

2. OBJECTIVE

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

3. DEFINITIONS

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

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

Board of Trustees
The elected governance branch of the Board.

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

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

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

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

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

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

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. The Board shall hold an organizational meeting at 7:00 p.m. in each following year, on or approximately the anniversary of the date the term of office of the board began. The Director of Education and Secretary of the Board will preside until the election of a Chairperson.

6.1.1 The Education Act delineates certain procedures to be followed at the first meeting in 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 reviews and develops appropriate policy as necessary for recommendation to the Board;

6.2.2.1.5 provides for an information exchange between standing Committee Chairpersons, the Chairperson, the Vice-chairperson, the Past Chairperson and the Director of Education;

6.2.2.1.6 makes recommendations to Board on such matters as the Chairperson considers complementary to the effective operation of the Board;

6.2.2.1.7 makes recommendations to the Board on such issues not specifically within the mandate of other committees; and

6.2.2.1.8 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 May Board meeting.

6.3.3 Each May 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 an Alternate Delegate Member who will serve as an alternate when the Director and Delegate Member is unavailable to serve as a voting delegate at the annual, general and regional Ontario Public School Boards' Association meetings.

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, a new Director and Delegate Member will be elected to assume the position prior to the election of a new Director and Delegate Member in May.

6.3.6 In the event that the Alternate Delegate Member vacates the position prior to the end of the term, a new Alternate Delegate Member will be elected to assume the position prior to the election of a new Alternate Delegate Member in May.

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