



## AGENDA

INAUGURAL BOARD MEETING  
MONDAY, DECEMBER 3, 2007  
**BOARDROOM - 6:30 to 8:30 P.M.**

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**TRUSTEES WHO ARE UNABLE TO ATTEND THE MEETING ARE ASKED TO  
PLEASE NOTIFY KATHY CLEARY.**

**A. CALL TO ORDER:**

1. Opening Prayer.
2. Singing of the National Anthem.
3. Approval of Agenda.
4. Declarations of Conflicts of Interest.

**B. RECOMMENDED ACTIONS:**

1. Election of Two Tellers.
2. Election of the Chairperson of the Board.
3. Chairperson as Signing Authority.
4. Election of the Vice-chairperson of the Board.
5. Naming of Standing Committees.
6. Election of Standing Committee Chairpersons:
  - Governance Committee
  - Human Resources Committee
  - Policy Development Committee.
7. Board Representation to Various Committees.
8. Destroying of Ballots.

C. **FUTURE MEETINGS:**

1. **Board Meetings:** December 18, 2007 - **6:30 p.m.**
  
2. **Standing Committee Meetings:** **Chairperson's** - December 10, 2007  
- **3:30 p.m.**  
  
**Governance** - December 10, 2007  
- **6:30 p.m.**  
  
**Human Resources** - December 19, 2007  
- **6:30 p.m.**  
  
**Policy Development** - December 4, 2007  
- **6:30 p.m.**
  
3. **Family Life & Religious Education Committee** - February 12, 2008  
- **7:00 p.m.**  
  
**French as a Second Language Advisory Committee** - April 8, 2008 - **7:00 p.m.**  
  
**Special Education Advisory Committee** - January 17, 2008 - **7:00 p.m.**
  
4. **Numeracy Steering Committee** - date to be determined
  
5. **Literacy Steering Committee** - date to be determined
  
6. **Pathways Steering Committee** - date to be determined (Spring 2008)
  
7. **Organizational Review Committee** - date to be determined
  
8. Ad-hoc Committee to Review  
**Environmentally Friendly Practices** - date to be determined
  
9. Ad-hoc Committee to Review the  
**Community Use of Board Facilities** - date to be determined
  
10. Communications, Freedom of  
Information/Protection of Privacy and  
**Records Management Ad-hoc Committee** - November 28, 2007 - **7:00 p.m.**

**C. FUTURE MEETINGS (cont'd.):**

11. Joint Diocesan/Board Sacrament Committee - date to be determined
12. Student Council Liaison Committee - December 18, 2007 - **6:00 p.m.**  
- Holy Cross Secondary School Library
13. District Catholic School Council - December 17, 2007 - **7:00 p.m.**
14. Catholic School Council Regional Meetings - January 29, 2008  
- times and locations to be determined
15. Ontario Catholic School Trustees'  
Association 2008 Seminar for Chairs,  
Vice-chairs, and Directors of Education - January 11 & 12, 2008  
- Doubletree International Plaza  
Hotel Toronto Airport
16. Ontario Catholic School Trustees'  
Association 78<sup>th</sup> Annual  
General Meeting and Conference - April 24, 25, & 26, 2008  
- Sheraton on the Falls Hotel, Niagara Falls
17. Retirement Dinner - October 10, 2008 - **5:30 p.m.**  
- Rock Haven Motel and Convention Centre,  
1875 Lansdowne Street West, Peterborough

**D. CONCLUSION:**

1. Closing Prayer.
2. Adjournment.

**BOARD BY-LAWS**

**3.0 ORGANIZATION  
OF BOARD**

- 3.1 The first meeting of the Board shall be held not later than seven days after the day on which the term of office of the Board commences on such date and at such time and place as the Board determines, and failing such determination, at 8:00 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office.  
[Education Act, R.S.O., 1980, Chapter 129, Section 184 (2)]
- 3.2 At the meeting specified by the motion stated in "3.1", the Chief Executive Officer shall preside until a Chairperson is elected.  
[Education Act, R.S.O., 1980, Chapter 129, Section 184 (4)]
- 3.3 At the appointed time, the Chief Executive Officer shall call the meeting to order and, in the case of a newly-elected Board, he/she shall proceed to read the returns of the election to the Board, as certified to him/her by the Municipal Clerks, whereupon the elected members shall take their places.
- 3.4 The Chief Executive Officer, or an authorized person for administering oaths, shall administer to the Board members the declaration and oath as prescribed by Section 185, (1), (2) and (3) of the Education Act, R.S.O., 1980, Chapter 129. Any elected oath shall be deemed to have resigned. Any elected member absent from the swearing-in ceremony shall be sworn in prior to assuming duties as a Board member.  
[Education Act, R.S.O., 1980, Chapter 129, Section 185 (1) (2) (3)]
- 3.5 In the organization of the Board for a year not preceded by an election, items "3.3" and "3.4" shall be by-passed.
- 3.6 The election of a Chairperson of the Board shall be conducted as follows:

**B. 1**

- 3.6.1 The Board shall elect two tellers to distribute, collect and count the ballots. The tellers shall also report the results of votes on a blackboard as is indicated in subsequent paragraphs.

## B. 2

- 3.6.2 Ballots shall be distributed and each trustee shall be asked to nominate one of the Board members as a candidate for Chairperson.
- 3.6.3 After collecting the ballots, one teller shall list, alphabetically, on a blackboard the names of the candidates nominated.
- 3.6.4 The Acting Chairperson shall read the names of the candidates nominated, beginning at the top and reading down. Then, beginning at the bottom and reading up, each candidate, as his or her name is called, shall announce his or her intention to stand or decline, with the names of the candidates who decline being erased from the blackboard.
- 3.6.5 If one candidate only announces the intention to stand, the Acting Chairperson shall announce that trustee as the Chairperson for the current year.
- 3.6.6 If more than one candidate announces the intention to stand for the office of Chairperson, an election shall be conducted.
- 3.6.7 The tellers shall distribute ballots, one to each member; each Board member may vote for one candidate only.
- 3.6.8 Ballots listing the names of more than one candidate, ballots containing no name, ballots containing an illegible name, or two ballots folded together and each containing a name, shall be declared spoiled ballots.
- 3.6.9 The Acting Chairperson shall ask if all members have had an opportunity to vote. If a negative reply is not received, the Acting Chairperson shall ask the tellers to collect, count, and report the vote. When a candidate receives an overall majority on any ballot, the candidate shall be declared elected. On any ballot where no candidate has an overall majority, the teller shall remove from the blackboard the name of the candidate with the least number of votes.
- 3.6.10 Voting shall proceed as in (3.6.7), (3.6.8), and (3.6.9).

3.6.11 The Acting Chairperson shall announce the candidate indicated in (3.6.9) as elected Chairperson of the Board for the current year, and ask the elected Chairperson to take the Chair.

**B. 3**

3.7 When there has been a change in Chairperson, a motion shall be made appointing the newly-elected Chairperson as signing authority for the Board.

**B. 4**

3.8 The Chairperson shall conduct the election of a Vice-Chairperson in a similar manner to that outlined for the election of Chairperson.

3.9 In the case of an equality of votes at the election of a Chairperson or Vice-Chairperson, the candidates shall draw lots to fill the position of Chairperson or Vice-Chairperson, as the case may be.  
[Education Act, R.S.O., 1980, Chapter 129, Section 184 (8)]

**B. 5**

3.10 A motion, or motions, shall be made naming the standing committee(s) the Board desires to retain from the previous year.

**B. 6**

3.11 The Board shall then proceed with the election of a Chairperson for each committee. Nomination and election shall be conducted in the same manner as for the Chairperson and Vice-Chairperson. As far as possible, the Chairpersonships of committees shall be distributed among Board members.

3.12 The members shall indicate to various Chairpersons the committees they would prefer to serve on. The Board Chairperson shall convene a meeting of the committee Chairperson to discuss committee membership, which shall be distributed among all Board members as far as possible. The various Chairpersons will form their committees and report the members of committees at the following meeting for Board approval.

3.13 The Board shall appoint their representatives to the different municipal and other bodies to which they are entitled to representation. See excerpts from the Libraries Act, Agenda, January 4, 1997 Meeting, page B.5.

3.14 At the first meeting after a vacancy occurs in the office of Chairperson, the members shall elect one of themselves as Chairperson in the manner defined in 3.6.6–3.6.11.  
[Education Act, R.S.O., 1980, Chapter 129, Section 184 (5)]

Naming of Standing Committees

**R.A.:** that the following Standing Committees be approved for 2007-08:  
Chairperson's Committee, Governance Committee (Committee-of-the-Whole), Human Resources Committee, Policy Development Committee, and Suspension and Expulsion Appeals Committee.

November 28, 2007

Administration

Board Representation to Various Committees

**NOTE:** The Chairperson of the Board is an ex officio member of all committees, and serves as alternating chairperson of the Student Transportation Services of Central Ontario (STSCO) Governance Committee.

(a) **Trustee-at-Large to the Chairperson's Committee**

One trustee has been the trustee-at-large to the Chairperson's Committee.

(b) **Accessibility For All Committee**

In addition to the Board Chairperson, one trustee sits on the Accessibility For All Committee.

(c) **Family Life and Religious Education Committee**

In addition to the Board Chairperson, two trustees sit on the Family Life and Religious Education Committee.

(d) **French as a Second Language Advisory Committee**

In addition to the Board Chairperson, one trustee sits on the French as a Second Language Advisory Committee.

(e) **Ad-hoc Committee to Review the Community Use of Board Facilities**

In addition to the Board Chairperson, two trustees sit on the Ad-hoc Committee to Review the Community Use of Board Facilities.

(f) **Ad-hoc Committee to Review Environmentally Friendly Practices**

In addition to the Board Chairperson, three trustees, including the student trustee, sit on the Ad-hoc Committee to Review Environmentally Friendly Practices.

(g) **Communications, Freedom of Information/Protection of Privacy and Records Management Ad-hoc Committee**

In addition to the Board Chairperson, two trustees sit on the Communications, Freedom of Information/Protection of Privacy and Records Management Ad-hoc Committee.

(h) **District Catholic School Council/Parent Involvement Committee**

The trustees have been alternating attending the District Catholic School Council meetings.

(i) **Eco Steering Committee**

In addition to the Board Chairperson, two trustees sit on the Eco Steering Committee.

(j) **Information Technology Planning Committee**

The conclusion of the current Technology Implementation Plan is approaching. The Information Technology Planning Committee will be responsible to review the current plan, identify successful strategies, and develop the Technology Implementation Plan for 2009-2015.

Administration is looking for two trustees, in addition to the Board Chairperson, to sit on this Committee.

(k) **Literacy Steering Committee**

In addition to the Board Chairperson, one trustee sits on the Literacy Steering Committee.

(l) **Numeracy Steering Committee**

In addition to the Board Chairperson, one trustee sits on the Numeracy Steering Committee.

(m) **Organizational Review Committee**

In addition to the Board Chairperson, two trustees sit on the Organizational Review Committee.

(n) **Pathways Steering Committee**

In addition to the Board Chairperson, one trustee sits on the Pathways Steering Committee.

(o) **Safe Schools Action Team Committee**

In addition to the Board Chairperson, two trustees sit on the Safe Schools Action Team Committee.

(p) **School Naming Ad-hoc Committee**

The membership of the School Naming Ad-hoc Committee is as follows:  
local trustees, area pastors, administration, principals (where appointed) for these schools, and a student representative.

**R.A.**: that the membership of the School Naming Ad-hoc Committee be as follows: local trustees  
area pastors  
administration  
principals (where appointed) for these schools  
student representative.

(q) **Special Education Advisory Committee**

Membership on this Committee is for a four year term (December 1, 2006 to November 30, 2010). This is included for **information only**.

In addition to the Board Chairperson, the following trustees are on the Special Education Advisory Committee: Ms. Chris Dunn and Mr. Camille Parent.

(r) **Staff Allocation Committee (with O.E.C.T.A.)**

**R.A.**: that the trustees on the Human Resources Committee alternate attending the Staff Allocation Committee Meetings with O.E.C.T.A.

(s) **Supervised Alternative Learning for Excused Pupils Committee**

One trustee from each secondary school area sits on the Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.) Committee.

November 28, 2007

Administration