



Agenda

POLICY DEVELOPMENT COMMITTEE MEETING

Tuesday, October 2, 2018

6:30 – 8:30 p.m.

CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Linda Ainsworth

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant
(705) 748-4861 ext. 243 or by email: abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer, Mr. Daniel Demers.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
3. Approval of Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Draft Minutes of the Policy Committee Meeting held on May 28, 2018. Page 3
6. Business Arising from the Minutes.

B. Presentations/Recommended Actions:

1. R.A.: Draft Administrative Procedure – Old #1101 / New #616 Page 8
Honoraria for Trustees
 Mrs. Isabel Grace, Superintendent of Business and Finance
2. R.A.: Draft Administrative Procedure – Old #1102 / New #617 Page 13
Trustee Expenses
 Mrs. Isabel Grace, Superintendent of Business and Finance
3. R.A.: Directional Policy – New #1300 Page 19
Student Transportation
 Mrs. Isabel Grace, Superintendent of Business and Finance

4. R.A.: Draft Administrative Procedure – Old #817 / New #304 Page 25
Supervised Alternative Learning and Other Excusals from Attendance at School
 Mr. Tim Moloney, Superintendent of Learning/Student Success

5. R.A.: Draft Administrative Procedure – New #323 Page 38
Supporting Students with Epilepsy in Schools
 Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services

6. R.A.: Draft Administrative Procedure – New #516 Page 48
Use of Electronic Communication and Social Media
 Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies
 Mr. Sean Heuchert, Information Technology Services Manager

7. R.A.: Draft Administrative Procedure – Old #711 / New #107 Page 52
Electronic Meetings
 Mr. Michael Nasello, Director of Education

8. R.A.: Draft Administrative Procedure – Old #1110 / New #105 Page 57
Student Trustee
 Mr. Michael Nasello, Director of Education

9. R.A.: Draft Administrative Procedure – New #102 Page 67
Governance By-Laws and Standing Rules
 Mr. Michael Nasello, Director of Education

C. Information Items:

1. Approved Administrative Procedure – New #912 / Old #804 and #407
Supporting Positive Student Behaviour: Safety for All
 Posted on Board website

D. Next Meeting:

1. Date: Tuesday, November 20, 2018 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer.
3. Selection of Member for Closing Prayer.

E. Conclusion:

1. Closing Prayer, Mr. David Bernier.
2. Adjournment.



A.4
2018 PD 16

Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Monday, May 28, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Ruth Ciraulo, Christine Dunn, Michelle Griepsma, Cali Brake (Student Trustee)

Messrs. Dave Bernier, Dan Demers

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Sharon Lajoie, Dawn Michie.

Messrs. Michael Nasello, Timothy Moloney.

Regrets: Mme. Helen McCarthy

Messr. Winston Steward (Student Trustee).

Recorder: Mrs. Pamela Smith

1. **Call to Order:**

1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:32 p.m. and asked Ms. Christine Dunn to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Ms. Christine Dunn, that the Policy Development Committee Meeting Agenda dated May 28, 2018 be approved as presented.

Carried.

3. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

4. Approval of the Minutes of the Policy Development Committee Meeting held on April 3, 2018.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Michelle Griepsma, that the minutes of the April 3, 2018, Policy Development Committee Meeting be approved as presented.

Carried.

5. Business Arising from the Minutes.

There was no business arising from the minutes.

The Committee Chairperson, Mrs. Linda Ainsworth, recognized Ms. Cali Brake, Student Trustee on her recent election as Vice-President of the Ontario Student Trustee Association (OSTA-AECO).

Mrs. Michelle Griepsma shared questions and recommendations with Trustees regarding the May 28, 2018 Policy Committee Meeting that she received from Mrs. Helen McCarthy in her absence.

B. Presentations/Recommended Actions:

1. R.A.: Draft Administrative Procedure #504 (New) Employee Attendance Support Program.

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the draft administrative procedure #504 Employee Attendance Support Program and answered questions. Ms. Carragher discussed the importance of timely communication and implementation of this administrative procedure is September 2018.

Trustees reviewed Draft Administrative Procedure #504 Employee Attendance Support Program, and made the below recommendations (~~strikeout in red~~ – remove from document, red and no ~~strikeout~~ is **added wording**):

1. That **sick leave** be changed to **non-culpable absenteeism** throughout administrative procedure #504.

2. Under Action Required:

1.0 Background

When an Employee advances through to the final step of the EASP, the Board will make a determination as to whether the Employee is likely to maintain regular attendance in the future.

3. Under 2.0 Employee Attendance Support Program – Process

The following steps outline the process by which the Board will engage in non-disciplinary discussion with those Employees whose non-culpable absenteeism (including medical appointments) usage is above the predetermined threshold, **which is twenty (20) days with fifteen (15) occurrences.**

4. Under 2.9 Employment Viability Review:
Paragraph one replace the word **thre** with **the**.

A.4
2018 PD 18

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dave Bernier,

that the new Administrative Procedure – Employee Attendance Support Program #504 that will fall under Directional Policy Employee Relations #500 be received and posted.

Carried.

2. R.A.: Draft Administrative Procedure #515 (New) Confirmed Cases of Fifth Disease.

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the draft administrative procedure #515 (New) Confirmed Cases of Fifth Disease and answered questions.

Trustees reviewed Draft Administrative Procedure #515 Confirmed Cases of Fifth Disease, and made the below recommendations (~~strikeout in red~~ – remove from document, red and no ~~strikeout~~ is ~~added wording~~):

1. Under 2.0 Procedures: ~~Include a statement describing how this procedure aligns with the current multi-year strategic plan.~~

The following procedures are to be followed when a ~~confirmed~~ (not suspected) case of Fifth Disease ~~has been confirmed by a doctor and~~ is reported to the Principal of the school:

2. The Director of Education is responsible for:

~~Designating resources for~~ Ensuring the implementation of and compliance with this Administrative Procedure, ~~including the designation of required resources.~~

MOTION: Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn,

that the new Administrative Procedure – Confirmed Cases of Fifth Disease #515 that will fall under Directional Policy Employee Relations #500 be received and posted.

Carried.

3. R.A: Revised Draft Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification.

Mr. Tim Moloney, Superintendent of Learning/Student Success and Mrs. Sharon Lajoie, Indigenous Education Lead presented the Revised draft administrative procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification and answered questions.

Trustees reviewed Revised Draft Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification. No changes were recommended.

A.4
2018 PD 19

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dave Bernier,

that the Draft Policy and Administrative procedure, *P-304 and AP-304* – First Nation, Métis and Inuit Voluntary Self-Identification be deleted and the Revised newly formatted Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification be received and posted under Directional Policy #300 Student Achievement and Well-Being.

Carried.

4. R.A.: Updated Administrative Procedure # 305 Out of School Activities.

Mrs. Dawn Michie, Superintendent of Learning/K-12 Program, presented the updated administrative procedure #305 (previously approved May 16, 2017) Out of School Activities and answered questions.

Trustees reviewed the updated Administrative Procedure #305 Out of School Activities, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no strikeout is added wording):

1. Under Action Required Section 1 Out of school activities shall:
 - a. 1.(c) will be changed to 1. (d)
~~1.(c)~~ **1. (d)** Include appropriate accommodations for students with special needs, **including** which may require an educational assistant in some circumstances, **as required**;
 - b. 1. (d) will now be changed to 1.(c)
~~1.(d)~~ **1. (c)** Ensure that ~~attendance~~ **participation at** in Sunday Eucharist is part of the planned activity when students are away from home on Sundays, and ~~shall~~ include a **other** faith development experiences (i.e. liturgical celebration or prayer reflection) where appropriate;
2. Under Action Required Section 3 High Care Activities involving water:
 - a. Section 3 High Care Activities involving water
 3(a) Day Excursions (Category 1/Category 2) paragraph 2
 For day excursions where water activities are the primary focus of the activity, including pools and water parks, a swim test is required on site. If a swim test cannot be conducted at the excursion site, then arrangements must be made by the school to conduct the swim test prior to arrival at the site. Swimming in unsupervised bodies of waters (lakes, rivers, streams) is not allowed ~~except for secondary outdoor education courses and co-curricular clubs~~. Exceptions for secondary outdoor education courses and co-curricular clubs must be approved by the principal.
3. Under Action Required section 5
 - a. add **5.(d) Where appropriate, schools can coordinate Out of School Activities to reduce costs and to support the participation of smaller schools. In multi-school trips, each school must submit their own application package.**

A.4
2018 PD 20

4. Under Responsibilities:
 - a. The Board of Trustees is responsible for: add new bullet • **reviewing the list of pre-approved excursion providers every 5 years.**
 - b. Principals are responsible for: change bullet #7 • ensuring that the Family of Schools superintendent is provided the list of students and adults participating in trips over **holiday periods** ~~March Break~~, including emergency contact information, prior to the excursion;
 - c. Principals are responsible for: add new bullet at the end • **ensuring that in multiple-school trips, all schools submit a separate application package.**

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Ruth Ciraulo, that the updated Administrative Procedure – Out of School Activities # 305 be received and posted under Directional Policy #300 Student Achievement and Well-Being.

Carried.

C. Information Items:

1. Revisions to Approved Administrative Procedures
 - a. 507-AP-Disability Management Revised (posted on website)
 - b. 302-AP-Assessment, Evaluation and Reporting Revised (posted on website)

Trustees were advised of the slight changes made to the above 507 and 302 Administrative Procedures that were adjusted and re-posted on the website.

D. Next Meeting:

1. Tuesday, October 2, 2018 6:30 p.m. – 8:30 p.m.
2. Selection of Member for Opening Prayer – Mr. Dan Demers
3. Selection of Member for Closing Prayer – Mr. Dave Bernier

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Ruth Ciraulo to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn, that the meeting adjourn at 8:34 p.m.

Carried.

Linda Ainsworth
Committee Chairperson

Michael Nasello
Director of Education

pls

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Honoraria for Trustees	<i>Administrative Procedure Number</i> (NEW 616) (OLD 1101)
<i>Directional Policy</i> Stewardship of Resources - 600	

TITLE OF ADMINISTRATIVE PROCEDURE:

Honoraria for Trustees

DATE APPROVED:

PROJECTED REVIEW DATE:

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the purpose of the Governance, Vision and Strategic Priorities Directional Policy – 100 by ensuring there are clear and transparent actions being undertaken by the Board of Trustees in determining their honoraria for their term of office.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Honoraria for Trustees Administrative Procedure aligns with the Governance, Vision and Strategic Priorities Directional Policy which in turns supports our Vision for Achieving Excellence in Catholic Education: Learn-Lead-Serve. This vision calls the Board to the following Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

1.0 Background

The trustee annual honoraria provides compensation for all activities required of trustees including attendance at regularly scheduled meetings of the Board and committees of the Board, Board hosted functions, meetings of other organizations or Boards on behalf of the Board, and area related activities. In addition the Board may reimburse a trustee for out-of-pocket expenses reasonably incurred for specific business of the Board and in carrying out the responsibilities of a trustee.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to operating in an open and transparent manner. This procedure outlines the method for calculating limits on honoraria, in accordance with Section 191 of the Education Act and Ontario Regulation 357/06, as amended from time to time. This procedure does not apply to a student trustee.

2.0 Components of honorarium

For a term of office, the honoraria for trustees of the Board, in respect of any year of his or her term of office, shall consist of the following components as the Board determines;

- The base amount for the year
- The enrolment amount for the year
- The attendance amounts payable to a trustee for the year
- The distance amounts payable to a trustee for the year

A year of a trustee's term of office begins on December 1 and ends on the following November 30.

Effective in 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14

3.0 Decisions regarding components of honoraria

The Board may, at any time, by a Board resolution, change the determination of its honoraria such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.

The Board may restore the honoraria to its previous amount at any time.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Governance, Vision and Strategic Priorities Directional Policy
- Reviewing the Honoraria for Trustees Administrative Procedure as part of its regular policy and procedure cycle
- Establishing by Board motion, on or before October 15 of the calendar year in which the term of office begins,
 - (a) which components it will be pay during the term of office;
 - (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid;

- (c) for the enrolment amount, if the component will be paid, the percentage to be applied in calculating the enrolment amount limit for the member for each year of the term of office
- Approving the honoraria on an annual basis for each year of a term of office, and reconfirming the components of the honoraria.

The Director of Education is responsible for:

- Ensuring the implementation and compliance of this administrative procedure, including the designation of resources.
- Bringing a report in each succeeding year of the term of office outlining the proposed calculations for honoraria for Board consideration

PROGRESS INDICATORS:

- PVNCDDSB will achieve compliance with the Education Act, Section 191, and Ontario Regulation 357/06.

DEFINITIONS:

- **BASE AMOUNT**
The Base Amount for a trustee for a year of office is an amount that does not exceed the base amount limit, as determined by Regulation. In addition to the Base Amount, the Chairperson and the Vice-Chairperson will receive additional responsibility remuneration, as determined by Regulation.
- **ENROLMENT AMOUNT**
The Enrolment Amount limit for the year is determined by multiplying the enrolment of the Board by a dollar amount, as determined by Regulation. The enrolment amount shall be calculated anew in each year of a trustee's term of office. The Enrolment Amount limit is divided by the number of trustees. An additional Enrolment Amount for the Chairperson and Vice-Chairperson is added by multiplying the enrolment of the Board by a dollar limit, as determined by Regulation.
- **ATTENDANCE AMOUNT**
By way of Board motion, a trustee may be paid an attendance amount (as determined by Regulation) for attending any meeting of a committee of the board that is required to be established by an Act or a Regulation made under an Act.

- **DISTANCE AMOUNT**

By way of Board motion, a distance amount, as determined by Regulation, may be paid to a trustee if the Board's jurisdiction is greater than 9,000 square kilometres and if a trustee travels more than 200 kilometres from his or her residence to attend in person a meeting of the Board or of a committee of the Board that is required to be established by an Act or a Regulation made under an Act.

REFERENCES:

- Education Act, Section 191
- Ontario Regulation 357/076, "Honoraria for Board Members", as amended

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Trustee Expenses	<i>Administrative Procedure Number</i> (NEW 612) (OLD 208)
<i>Directional Policy</i> Stewardship of Resources - 600	

TITLE OF ADMINISTRATIVE PROCEDURE:

Trustee Expenses

DATE APPROVED:

PROJECTED REVIEW DATE:

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the purpose of the Governance, Vision and Strategic Priorities Directional Policy – 100 by ensuring there is accountability and transparency with respect to its business practices and trustee expenses.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Trustee Expenses Administrative Procedure aligns with the Governance, Vision and Strategic Priorities Directional Policy which in turns supports out Vision for Achieving Excellence in Catholic Education: Learn-Lead-Serve by establishing procedures to ensure budget control and cost effective practices for trustee expenses.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

Background

The Education Act permits a Board to establish policies and procedures under which a member of a Board may be reimbursed for out-of-pocket expenses reasonably incurred in connection with carrying out their responsibilities as a board member. This Administrative Procedure outlines the equipment and support services provided by the Board and required by trustees to carry out their responsibilities and provides for reimbursement of specified out-of-pocket expenses and professional development activities incurred in connections with carrying out their duties.

Board provided equipment and services:

Trustees will be provided with the following equipment and associated services for use throughout their term of office:

- (a) Mobile technology in order to access paperless meeting agendas and email (i.e. chromebook, or ipad as determined by the Information Technology Department.)
- (b) A cross-cut shredder for proper destruction of documents
- (c) Technical services, as required, from the Information Technology Department

All equipment will be obtained and provided by Board personnel, and returned to the Board at the end of the trustee's term of office.

Trustees will have access to the following services throughout their term of office:

- (a) Courier delivery from the Board Office
- (b) Photocopying
- (c) Business cards
- (d) Administrative support through the Office of the Director of Education

Travel of Board Business

Trustees will be reimbursed for travel to and from a trustee's residence to a meeting of the Board, a committee meeting of the Board, or other meeting/event where the trustee is representing the Board, or a Board event by a per-kilometre rate. This rate will be consistent with that provided to employees of the Board.

Eligible expenses include:

- (a) A rate per kilometer, or
- (b) Paid parking associated with travel,
- (c) Taxi fares to and from the meeting site

Events and Professional Development

By resolution of the Board, trustees may attend Trustee Association meetings or events, educational conferences, conventions, or workshops to become knowledgeable and remain current with educational trends.

Professional development expenses may include:

- (a) Course, conference, or workshop registration
- (b) Travel to the event via public transportation or personal vehicle
- (c) Standard hotel accommodation
- (d) Meals for the registrant not included in the registration fee – Amounts eligible for reimbursement will be consistent with that provided to employees.
- (e) Where professional development is outside the jurisdiction of the Board and Greater Toronto Area, travel arrangements must consider various options. If transportation to the event is via personal vehicle, applicable highway tolls and

parking charges may be included in addition to the per kilometer reimbursement. Where it is more economical and practical to travel to the event via public carrier, the lowest practicable costs and taxi charges during the event may be included as expenses. Where the distance to the event exceeds 500 kilometres, reimbursement to trustees will be the lesser of costs via public carrier, and the per kilometer rate calculation.

Other Items

Meal claims include taxes and gratuities. When eligible for a full-day of meal claims (i.e. breakfast, lunch and dinner) trustees have the discretion to allocate the daily total three meal rate among meals. When eligible for less than a full-day of meal claims (i.e. one or two meals), trustees are to be guided by the applicable meal rate provided to Board employees.

Non-eligible expenses

The following expenses will not be reimbursed by the Board:

- Penalties for traffic or parking violations
- Other automobile expenses (towing, repairs)
- Expenses of a personal nature (entertainment, movie rentals, dry cleaning, etc.)
- Alcoholic refreshment charges
- Meals at events where the registration fee already provides for meals.

Accountability and Transparency

Travel advances will not be issued except under exceptional circumstances (i.e. for student trustees).

Travel expenses will be reimbursed upon submission and approval of the Expense Claim. Original documentation including proof of payment to support the expense is required. Credit card vouchers, or debit vouchers that are not accompanied by a detailed receipt are not sufficient for reimbursement.

Expense claims are to be submitted within one month of the expenses being incurred, except at the end of the fiscal year when claims are to be submitted within two weeks of the fiscal year end.

Claims of members of the Board will be submitted to the Director of Education for approval, and the Chair's claim will be submitted to the Superintendent of Business and Finance for approval.

Where the expense claim has not be duly completed, of the Director of Education or designate is of the opinion that the claim is outside the provision of the Administrative procedure, the Director is authorized and obligated to deny the claim.

Where a trustee disagrees with the decision of the Director of Education, he or she may make a written statement of claim, which shall be placed on the agenda of the next public session of the Board for discussion and decision.

Annually, on a fiscal year basis, a summary of the expenses incurred by each trustee will be posted on the Board's website, where it will remain for a minimum twelve month period.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Governance, Vision and Strategic Priorities Directional Policy;
- Reviewing the Trustees Expenses Administrative Procedure as part of its regular policy and procedure cycle;
- Establishing by Board motion those professional development events, meetings and workshops that trustees are authorized to attend.

Members of the Board of Trustees are responsible for:

- Submitting eligible expense claims on a timely basis
- Ensuring compliance with the documentation requirements described in this administrative procedure
- Returning equipment to the Board upon leaving their position as member of the Board.

The Director of Education is responsible for:

- Ensuring the implementation and compliance of this administrative procedure, including designation of resources

- Reviewing and approving expense claims that are compliant with the Administrative Procedure for all trustees except the Chair

The Superintendent of Business and Finance is responsible for:

- Reviewing and approving the expense claims that are compliant with the Administrative Procedure for the Chair.
- Preparing a report summarizing the expenses of each trustee for the purposes of publicly reporting the expenses and posting on the board's website for a period of twelve months.

PROGRESS INDICATORS:

- Timely posting of trustee expenses on an annual basis

REFERENCES:

- Ministry of Education Memorandum 2009: B8, Trustee Expenditure Guideline
- Ontario Education Act R.S.O. 1990, Section 191
- Purchasing Policy 204 and associated Administrative Procedure
- Reimbursement for Expenses Incurred on Board Business Policy 208 and associated Administrative Procedure



BOARD DIRECTIONAL POLICY	
DIRECTIONAL POLICY TITLE	DIRECTIONAL POLICY NUMBER
STUDENT TRANSPORTATION	1300

DRAFT AS OF 2017-1-06

TITLE OF DIRECTIONAL POLICY:

STUDENT TRANSPORTATION

DATE APPROVED:

X

PROJECTED REVIEW DATE:

X

POLICY:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school.

PURPOSE:

Parents are responsible for ensuring their children attend school, and transportation to school is ultimately the responsibility of parents. Under the Education Act, transportation services may be provided by a school board and in those circumstances, the Board of Trustees is responsible for setting the parameters for providing transportation services, including determining the eligibility criteria and establishing other transportation related parameters. This policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of transportation services that adhere to relevant legislation and regulations, and ensures the safe, efficient and effective transportation of eligible students.

The administrative procedures and practices that emerge from this policy will clearly identify the Board's procedural requirements regarding eligibility for transportation, appeal processes, student safety, route operation, safety and conduct on school buses, reporting on bus accidents and other transportation matters.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Student Transportation Policy supports our Vision for Achieving Excellence in Catholic Education.

This Vision calls the Board to these Strategic Priorities:

(insert Link to current strategic priorities)

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan
- setting direction and policy that governs the PVNC Catholic District School Board
- assigning responsibility to the Director of Education for operationalizing and managing the Student Transportation Policy and associated administrative procedures.
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the Student Transportation Policy.
- establishing the parameters to which the implementation of the Student Transportation Policy and resulting Administrative Procedures will apply.
- adhering to the transportation consortium joint agreement outlining Board of Trustees responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

The Director of Education is responsible for:

- providing leadership regarding adherence, implementation and operational details in the Student Transportation Policy and associated administrative procedures.
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the Student Transportation Policy.
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

- adhering to the transportation consortium joint agreement outlining Director of Education responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

Superintendent of Business and Finance is responsible for:

- collaboratively leading the development of the administrative procedures and practices aligned with the Student Transportation Policy.
- managing and providing leadership in developing the supports and resources to ensure the implementation of the Student Transportation Policy.
- working collaboratively with the Director and Superintendents, Principals and Vice-Principals, and the Transportation Authority to build capacity of staff in their knowledge and understanding of the Student Transportation Policy and associated administrative procedures.
- adhering to the transportation consortium joint agreement outlining responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).
- Working collaboratively with co-terminous school boards, the Transportation Authority, and parents with respect to resolving issues and concerns related to transportation services and agreements, and implementation of associated transportation procedures.

Superintendents are responsible for:

- providing leadership and support for Principal/Vice-Principals, Executive/Administrative Assistants and staff in their knowledge, understanding, implementation and adherence to the Student Transportation Policy and associated administrative procedures.

Principals, Vice-Principals are responsible for:

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the Student Transportation Policy and associated administrative procedures.
- working collaboratively with parents, the Transportation Authority and Board administration in implementing the administrative procedures.

Staff are responsible for:

- working collaboratively with colleagues to successfully implement the Student Transportation Policy.

- adhering to the administrative procedures that support the Student Transportation Policy.
- being proactive and self-directed in building their knowledge and understanding of the Student Transportation Policy and associated procedures.

Transportation Authority is responsible for:

- implementing the parameters of the Transportation policy and the administrative procedures that support the Transportation Policy.
- working collaboratively with parents, schools and administration in implementing the administrative procedures.

PROGRESS INDICATORS:

- achieving compliance with the Education Act and various regulations with respect to accountability measures
- approval of annual budgets in compliance with the Education Act
- sound application and management of financial systems and internal controls
- meeting regular timelines for financial and operational reporting
- regular monitoring of service provider performance, including safety data.

DEFINITIONS:

Transportation Authority:

For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Office. Additional information is available at www.stsco.ca

For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor. Additional information is available at www.tldsb.on.ca

REFERENCES:

- Education Act and Regulations

PARAMETERS

Eligibility Distances for Transportation

Students will be eligible for transportation services if their primary residence is more than the eligibility distance noted below by the shortest direct walking route as measured by the Transportation Authority (by publicly maintained road and/or walkway) from the school that the primary residence is within the catchment area for:

Grades JK-3	1.0 km
Grades 4-8	1.6 km
Grades 9-12	3.2 km

Effective September 1, 2018

Grades JK-SK	1.0 km
Grades 1-8	1.6 km
Grades 9-12	3.2 km

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter, including method of measurement, and provide for specific circumstances outlining exceptions/exemptions to this parameter

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following bus stop location distance guidelines, as measured by the Transportation Authority:

Grades JK-3	1.0 km
Grades 4-8	1.0 km
Grades 9-12	1.6 km

Students eligible for transportation services may be assigned to an existing stop regardless of the distance if a safe bus stop location cannot be established within the distances applicable to bus stop locations as noted above.

Notwithstanding the distances outlined above, transportation may be provided for students requiring specialized programs. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board administration.

Out-of Boundary Students

Each school shall have a defined attendance boundary. A student's primary residence in relation to a defined attendance boundary determines the designated school for a student. Under certain circumstances, permission may be granted to a student to attend a school outside their defined attendance boundary (see Administrative

Procedure 808 – Transfer of Students Out of Designated Boundaries). Transportation for out-of-boundary/out-of-board students is ultimately the responsibility of the parent(s) or guardian(s).

Notwithstanding the above, Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter.

Transportation To and From School from a Child Care Facility or Babysitter Address

Transportation service may be provided to and from school from a child care facility or a babysitter address provided the service can be accommodated using an existing single bus route both morning and afternoon within the current route network.

The child care facility or the babysitter address must be within the school catchment boundary of the school to which the student attends.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter

Transportation for Medical Reasons

Transportation may be provided for students that would not otherwise be eligible for transportation services where there is a medical condition or a short-term disability that precludes the student from walking and where the parent/guardian is unable to transport the student.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific procedures.

Length of Time on Buses

It is expected that the Transportation Authority will design bus routes such that the length of time a student would spend riding the bus from their home or pick up point to the school in which attendance area they reside, would not be longer than the following:

Junior Kindergarten to Grade six (6): one hour

Grade Seven (7) to Grade Twelve (12): one hour and thirty minutes.

There may, however, be exceptions should the student opt to attend a school outside of their regular attendance area, if there is no school in the immediate area and students must travel to the nearest school facility, or if the attendance area is a significant geographic area.

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> SUPERVISED ALTERNATIVE LEARNING AND OTHER EXCUSALS FROM ATTENDANCE AT SCHOOL	<i>Administrative Procedure Number</i> AP-304 (New) AP-817 (Old)
<i>Directional Policy</i> Student Achievement and Well-Being - 300	

TITLE OF ADMINISTRATIVE PROCEDURE:

Supervised Alternative Learning and Other Excusals from Attendance at School

DATE APPROVED:**PROJECTED REVIEW DATE:**

2023

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the Student Achievement and Well-Being Directional Policy – 300 by ensuring that the Board maximizes, to the extent possible, the achievement and well-being of all students.

This administrative procedure also aligns with the Education Act, Ontario Regulation 374/10, Supervised Alternative Learning and other Excusals from Attendance at School.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Supervised Alternative Learning Administrative Procedure supports our Vision for *Achieving Excellence in Catholic Education* and aligns with the strategic priorities.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED

1.0 Background:

The Peterborough Victoria Northumberland Clarington Catholic District School Board realizes that, although most students will attend and successfully complete secondary school, a small number of students are at risk of leaving school early for a wide variety of reasons. Some students may need help addressing barriers to learning before they can fully engage in learning. These students may have difficulties with regular attendance and the Supervised Alternative Learning Program can provide these students with an alternative to enable the student to obtain the Ontario Secondary School Diploma or achieve his or her other education and life goals, and to be successful.

Supervised Alternative Learning (SAL) may be used by the board and school for a very small segment of the student population but only when other measures to help a young person remain in school are not effective.

Ontario Regulation 374/10, "Supervised Alternative Learning and Other Excusals from Attendance at School", enables the Supervised Alternative Learning Committee of the board to excuse students who are at least 14 years old and are of compulsory school age from attending school while they continue to participate in learning under the supervision of the board or a school of the board.

The primary goal of SAL is to offer a program that is in the student's best interests, reflects his or her input, and supports the student in meeting his or her goals. While in

SAL, students can participate in a variety of learning activities. These may include taking courses and/or training, earning certifications, developing job-search skills and the various essential skills, work habits, and life skills that will help them lead productive adult lives. As much as possible, opportunities to earn credits shall be included in their programs. Some students will eventually graduate or otherwise continue their education as an adult.

2.0 Guidelines

The following steps outline the process the board and board staff shall follow for those students that fit the criteria for Supervised Alternative Learning.

1. SAL is for students who are at least 14 years old and are of compulsory school age. A student who turns 18 years old while participating in supervised alternative learning may, if he or she wishes, continue until the student's plan expires or is terminated.
2. If a student is at least 16 years old and has withdrawn from parental control, any authority of a parent for a student is vested in the student.
3. If a student, or parent of a student, has a right to attend and be heard at a Supervised Alternative Learning meeting, the student and/or parent is entitled to attend the meeting, along with a support person or have a support person attend in his or her place, and the support person has the same rights to attend and be heard as the student or parent.
4. Committee meetings are valid even when:
 - a) the members of the committee are not the same as those who participated in any earlier meeting about a student's participation in supervised alternative learning; or
 - b) the committee is not the same committee that held any earlier meeting about a student's participation in supervised alternative learning.
5. Any individual who is required or permitted to collect, use, or disclose personal information will not collect, use, or disclose more information than is reasonably necessary to meet the purpose for which it is collected, used, or disclosed.
6. Any individual who receives personal information will not use or disclose the information unless the use or disclosure is in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
7. The Board designates these positions to be members of a committee:
 - a) Two members of the Board – one member will be the Chair, and the other will be an alternate. The member of the Board will be named at the Board's Annual/Inaugural meeting.

- b) The Superintendent of Learning - Student Success;
 - c) One individual who is not a member or employee of the Board. This individual will be a community member who works in alignment with the mission of the Board. It shall be the responsibility of the Office of the Superintendent of Learning – Student Success to contact a community member for each meeting.
 - d) The Administrative Assistant for the Superintendent of Learning - Student Success will serve as secretary for the Supervised Alternative Learning Committee.
8. The principal of a school at which a student is enrolled will refer the student to a committee if:
- a) in the principal's opinion, it would be in the student's best interests to participate in supervised alternative learning; or
 - b) a parent of the student submits a request for a referral.
9. A parent of a student, or a student who has withdrawn from parental control, may submit, in writing, to the principal of the school at which the student is enrolled:
- a) a request that the student participate in supervised alternative learning; and
 - b) the reasons that it would be in the student's best interests to participate in supervised alternative learning.
10. If a parent submits a request, the principal will refer the student to the committee within 15 school days after the day the principal receives the request.
11. A parent of a student is entitled to make a request in accordance with the following:
- a) No more than two requests shall be made in respect of a student in a school year.
 - b) A second request in respect of a student in a school year will not be made until at least 60 school days have passed since the day the previous request was made.
12. A principal will develop a plan for a student before referring the student to a Supervised Alternative Learning Committee. A principal is not required to develop a plan if, in the principal's opinion, it would not be in the student's best interests to participate in supervised alternative learning.
13. Before referring a student to a Supervised Alternative Learning Committee, a principal will provide the parent, or the student (if the student has withdrawn from parental control), with the following written information:
- a) Notice to refer the student to a committee;
 - b) The basis for his or her opinion that it would be in the student's best interests to participate in supervised alternative learning;
 - c) Request that the parent provide the principal, by a date specified by the principal, with:

- i) his or her opinion regarding whether it would be in the student's best interests to participate in supervised alternative learning and the basis for that opinion; and
 - ii) any other information that, in his or her opinion, would assist the committee in its consideration of the referral.
- 14. A referral will include the following written material:
 - a) The basis for the principal's opinion that it would or would not be in the student's best interests to participate in supervised alternative learning;
 - b) The basis for the parent's opinion that it would or would not be in the student's best interests to participate in supervised alternative learning, if those reasons are provided to the principal;
 - c) A draft of the Supervised Alternative Learning plan, if available;
 - d) A list of one or more members of the staff of the school or the Board who know the student and can speak knowledgeably about the student's academic performance and progress and the appropriateness of the plan, if any;
 - e) A list of any other individuals who have information that is relevant to the referral;
 - f) Any other information that, in the principal's or the parent's opinion, would assist the committee in its consideration of the referral.
- 15. Before a principal initiates a referral to the committee, he or she will inform the parent/guardian and request a response from the parent by a defined date.
- 16. Within 20 school days of receiving a referral, the committee will hold a meeting to consider the referral. The committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if the parent of the student makes a written request for a later date, or the parent of the student consents to a later meeting date.
- 17. The committee will give notice of the meeting to the following persons and they will have the right to attend the Supervised Alternative Learning Committee meeting:
 - a) The student;
 - b) The parent of the student;
 - c) The principal (or designate) of the student's school;
 - d) Any member of the staff of the school or the Board who was listed by the principal in the referral;
 - e) And who, in the opinion of the committee, may have information that is relevant to the referral; and
 - f) Any other individual who, in the opinion of the committee, has information that is relevant to the referral.
- 18. Input from the following individuals will be requested in the course of developing the plan:

- a) The student;
- b) The parent of the student;
- c) One or more members of the staff of the school at which the student is enrolled who have information that is relevant to the development of the plan;
- d) One or more members of the staff of the Board who can contribute to the development of the plan;
- e) The principal of the school where any part of the supervised alternative learning will be provided:
 - i) A member of the staff of a community agency that may be involved in the supervised alternative learning;
 - ii) An employer who has indicated that he or she is interested in employing the student as part of supervised alternative learning; and
 - iii) Any other individual who has information about the student that may help in developing the plan.

19. A Supervised Alternative Learning plan will include the following information:

- a) The name of the student's primary contact person;
- b) The ways in which the student's primary contact person will monitor the student's progress;
- c) The student's own education and other life goals;
- d) The ways in which the student will be helped with his or her transition from supervised alternative learning back to school after the plan expires or is terminated;
- e) The expiry date of the plan. The expiry date of a plan shall not be later than June 30 in the school year to which the plan applies.
- f) Description of the activities in which the student will participate under the plan. The plan shall include one or more of the following activities:
 - i) Enrolment in a course or class in which a student may earn a credit;
 - ii) Enrolment in a non-credit life skills course or other non-credit course;
 - iii) Preparation for employment and development of general employment skills;
 - iv) Training for a specific job or type of employment;
 - v) Full-time or part-time employment;
 - vi) Counselling;
 - vii) Volunteering, which may count toward the 40 hours of volunteering for an Ontario Secondary School Diploma;
 - viii) Any other activity with the potential to help the student achieve the goals of Supervised Alternative Learning.

20. After a committee considers a referral with a Supervised Alternative Learning Plan, the committee will make a decision as follows:

- a) Approve participation by the student in supervised alternative learning as described in the plan;
- b) Modify the plan and approve participation by the student in supervised alternative learning as described in the plan as modified; or
- c) Not approve participation by the student in supervised alternative learning.

21. After a committee considers a referral without a Supervised Alternative Learning plan, the committee will make a decision as follows:
 - a) Require the principal of the student's school to cause a plan to be developed for the student in accordance with section 19 and directions of the committee, if any; or
 - b) Not approve participation by the student in supervised alternative learning.

22. Within five school days after a meeting, the committee will provide the student, the parent of the student, and the principal of the student's school with its written decision together with the following:
 - a) If the committee approved participation by the student in supervised alternative learning, the committee will file these items:
 - i) A copy of the plan, including any modifications made by the committee,
 - ii) Contact information for the student's primary contact person, and
 - iii) If the plan includes employment, contact information for the employer, if available.

23. If the committee required the principal to cause a plan to be developed, the committee will determine the date by which the plan is required to be submitted to the committee.

24. The committee will also provide the parent of the student with the following:
 - a) If the committee approved participation by the student in supervised alternative learning, the committee will provide information about the right to reconsideration and the reconsideration process.
 - b) If the committee did not approve participation by the student in supervised alternative learning, the committee will provide:
 - i) Information about the right to reconsideration and the reconsideration process, and
 - ii) Information about the right to make a request.
 - c) If the committee required the principal to cause a plan to be developed, the committee will provide the following information to the parent and the student:
 - i) Information about the parent's right to provide input in the course of developing the plan,
 - ii) A statement that the parent will receive a copy of the plan when it is submitted to the committee,
 - iii) A statement that the parent may provide materials to the committee for the committee's use in considering the plan and how those materials should be provided.
 - iv) A statement that the parent will receive notice from the committee of the time and place of the meeting to consider the plan, and information setting out the parent's rights in accordance with legislation.

25. If a principal is required to cause a plan to be developed, the principal will cause the plan to be developed in accordance with section 19 and directions of the committee, if any; and submitted to the committee by the date specified by the committee. When the principal submits a plan to the committee, the principal will submit any other information that, in the principal's opinion, would assist the committee in its consideration of the plan, and provide the student and the parent of the student with a copy of the plan and any other information submitted.
26. Within 20 days of receiving a plan under section 24, the committee will hold a meeting to consider the plan. The committee will approve participation by the student in supervised alternative learning as set out in the plan, modify the plan and approve participation by the student in supervised alternative learning as described in the plan as modified, or not approve participation by the student in supervised alternative learning. The committee will communicate its decision as per sections 22 and 23 of these administrative procedures.
27. A parent of a student may, within 10 school days of receiving the committee's written decision, submit to the principal of the student's school a written request that the committee reconsider the decision. A request for reconsideration may apply to the committee's decision and/or the student's plan. The principal will forward the request to the committee as soon as possible after receiving the request.
28. Within 20 school days after the day the committee receives the request, the committee will hold a meeting to reconsider its decision. The committee may hold a meeting on a date that is later than 20 school days after receipt of a request if the parent of the student makes a request by written notice, or the parent of the student consents.
29. The individuals mentioned in section 17 are entitled to receive notice of the meeting, to attend and be heard at the meeting.
30. After a meeting, the committee will make a decision to confirm its original decision, approve participation by the student in supervised alternative learning as set out in the plan, modify the plan and approve participation by the student in supervised alternative learning as described in the plan as modified, or not approve participation by the student in supervised alternative learning.
31. The committee will communicate its decision within five school days after the meeting. The reconsideration decision is final.
32. If a student's supervised alternative learning is to include an activity at a place that is not a school site, the principal of the student's school will ensure that a member of the staff of the school or the Board visits the site before the student begins participating in the activity as part of supervised alternative learning unless, in the opinion of the principal, the visit is not necessary at that time.

33. If a student's supervised alternative learning is to include employment, the principal will send a letter to the employer stating that the employment is to be part of the student's participation in supervised alternative learning, that the student is excused from attending school for the purpose of participating in supervised alternative learning, and any other information that the principal considers advisable.
34. A principal will issue a report about the progress of each student enrolled in the principal's school who is participating in supervised alternative learning. The report will be issued at the same time as the principal issues report cards for other students. A principal will provide a copy of the report to the student and the parent of the student and include a copy in the student record.
35. The principal will assign a teacher at the school as the primary contact person to supervise the student's plan. The teacher should ideally be familiar with the student, have the time flexibility for this task, and be familiarized with their responsibilities under Regulation 374/10.
36. The primary contact person of a student participating in supervised alternative learning will monitor the student's progress. The primary contact person will contact the student at least one time in each month and more frequently if the primary contact person considers more frequent contact advisable. The primary contact person is entitled to receive information, including personal information, relevant to the student's progress from any individual who is involved in the implementation of the student's plan. The primary contact person will keep records of the observations that he or she makes in monitoring the student's progress.
37. The primary contact person may make modifications to the plan at any time if the plan remains substantially the same and he or she first requested input from the student and the parent of the student.
38. If the primary contact person modifies a plan, he or she will inform the principal, the student, and the parent of the student.
39. If, in the opinion of the primary contact person, it would be in the student's best interests to make modifications to the plan that would result in the plan being substantially different, he or she will review the proposed modifications with the principal.
40. The principal will make the proposed modifications to the plan if, in the opinion of the principal, it would be in the student's best interests, a supervisory officer qualified as such as a teacher agrees, and the principal first requested input from the student and the parent of the student. If a plan is modified, the principal will provide a copy of the modified plan to the student and the parent of the student.

41. The student's primary contact person will provide the principal with at least one written report 15 days before the plan expires that includes observations of the progress made by the student, an overall review of the appropriateness and impact of the plan, and recommendations regarding whether, after the plan expires, the student should continue to participate in supervised alternative learning. The principal will provide a copy of each report to the student and the parent of the student.
42. Before the expiry of the plan if, in the opinion of the principal of the student's school, it would be in the student's best interests to continue to participate in supervised alternative learning, the principal will submit a recommendation with the written consent of the parent of the student to the committee to renew the plan or refer the student to a committee.
43. Within 20 school days after the day a committee receives a recommendation, the committee will renew the student's plan, renew the student's plan with specified modifications, or require the principal to refer the student to a committee.
44. The committee may only renew the student's plan in accordance with the following:
 - a) For non-semester schools, the plan may be renewed for a maximum of one school year in total.
 - b) For semester schools, the plan may be renewed for a maximum of one school year or two consecutive semesters in total.
45. A plan is terminated if any of the following circumstances exist:
 - a) The student provides the principal with a written statement that he or she wants to return to school,
 - b) The student's primary contact person provides the principal with a written statement that the student is not complying with the plan and the principal determines, with the agreement of a supervisory officer qualified as such as a teacher, that termination is in the student's best interests.
46. A principal will send written notice of the termination of a plan to the following:
 - a) The student,
 - b) The parent of the student,
 - c) The committee that approved the student's participation in supervised alternative learning,
 - d) Any individual who is involved in the implementation of the student's plan.
47. A principal will ensure that a transition plan has been developed for helping a student whose supervised alternative learning plan has expired or been terminated with the student's transition from supervised alternative learning to school.

48. Outside of the Supervised Alternative Learning process, a principal may authorize a student who is at least 16 years old to be excused from attendance at school on a full-time basis if all of the following circumstances exist:

- a) The principal believes that there are compassionate grounds that justify the excusal,
- b) The principal requires the student to attend school on a part-time basis,
- c) The purpose of the excusal is not to enable the student to be employed during school hours,
- d) The student is not excused under this section for more than one school year in total.

49. A student who is approved by a committee to participate in Supervised Alternative Learning is excused from attendance at school as long as the student's plan has not expired or been terminated.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Student Achievement and Well-being;
- reviewing this Administrative Procedure to ensure compliance; and
- ensuring there is a Supervised Alternative Learning Committee and at least one trustee is a member of the committee.

The Director of Education is responsible for:

- ensuring the implementation of this Administrative Procedure.

Superintendent of Learning- Student Success is responsible for:

- ensuring principals are consistent with the application of this Administrative Procedure; and
- being a member of the Supervised Alternative Learning Committee.

Family of Schools Superintendents are responsible for:

- ensuring principals are consistent with the application of this Administrative Procedure.

Principals are responsible for:

- providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the Supervised Alternative Learning Administrative Procedure;
- ensuring that all appropriate alternative learning options have been considered;
- ensuring that the parent and student are informed about SAL as an option; and
- developing and overseeing the Supervised Alternative Learning Plans in conjunction with individual students, parents, Student Success Team, and the Supervised Alternative Learning Committee.

Primary Contact is responsible for:

- contacting the student, at least monthly, to monitor progress, and document contacts;
- documenting student's performance and/or progress;
- informing principal of any concerns; and
- assisting the student in addressing any issues that become apparent, or refers the student to the appropriate board or community resource.

Parents are responsible for:

- supporting the student and school in the development of and participation in the SAL plan; and
- maintaining communication with the primary contact and the school.

Student is responsible for:

- providing input to school staff to develop the SAL plan;
- maintaining regular contact with the primary contact, as required;
- participating in the program as prescribed in the SAL plan; and
- following all school rules, safety and behaviour expectations, and the school's Code of Conduct while participating in a Supervised Alternative Learning program.

PROGRESS INDICATORS:

- PVNCCDSB secondary schools are using Supervised Alternative Learning to re-engage students who are not attending school and are therefore at risk of not earning their Ontario Secondary School Diploma or achieving their other education and life goals.
- All Supervised Alternative Learning Plans are developed according to the parameters and guidelines of this Administrative Procedure.

DEFINITIONS:

COMMITTEE – A Supervised Alternative Learning Committee established by the Board.

PARENT - Includes a guardian.

PLAN - A supervised alternative learning plan (SALP) developed for a student.

PRIMARY CONTACT PERSON - An employee of the Board who is assigned to carry out the functions of a primary contact person in respect of a student participating in supervised alternative learning.

SCHOOL DAY – The same meaning as in Regulation 304 of the Revised Regulations of Ontario, 1990 (School Year Calendar, Professional Activity Days).

SUPERVISED ALTERNATIVE LEARNING (SAL) - An individualized learning program consisting of one or more activities in accordance with Ontario Regulation 374/10.

RECONSIDERATION - Applies to a circumstance where there is new evidence or reason to review a decision.

REFERENCES:

Education Act, Ontario Regulation 374/10
Supervised Alternative Learning, Policy and Implementation 2010

RELATED FORMS:

SAL 1, Parent/Guardian Request for Referral
SAL 2, Student In-put Form
SAL 3, Principal's Report
SAL 4, Supervised Alternative Learning Plan
SAL 5, Notice of Meeting
SAL 6, Supervised Alternative Learning Plan Committee Meeting Agenda
SAL 7, Decision
SAL 8, Parent/Guardian Request for Reconsideration
SAL 9, Reconsideration - Notice of Meeting
SAL 10, Supervised Alternative Learning Reconsideration Committee Meeting Agenda
SAL 11, Reconsideration Decision
SAL 12, Primary Contact Person Log

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Supporting Students with Epilepsy in Schools	<i>Administrative Procedure Number</i> 323
<i>Directional Policy</i> Student Achievement and Well-Being #300	

TITLE OF ADMINISTRATIVE PROCEDURE:

Supporting Students with Epilepsy in Schools

DATE APPROVED:

2018

PROJECTED REVIEW DATE:

2023

DIRECTIONAL POLICY ALIGNMENT:

Student Achievement and Well-being

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

LEAD: Broaden and provide for training and resources to support well-being for all students and staff.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that all students have a right to safe and healthy learning environments in our schools.

According to the Ministry of Education's Healthy Schools website, epilepsy affects over 300,000 Canadians and approximately 1 in 100 Canadian students. Epilepsy results from sudden bursts of hyperactivity in the brain; this causes "seizures" which vary in form, strength, and frequency, depending on where in the brain abnormal activity is found.

Epilepsy is the diagnosis and seizures are the symptom. According to Epilepsy Ontario, a seizure is a brief disruption in normal brain activity that interferes with brain function (see Definitions below). If a person has two or more seizures that are not related to another condition, that person will be diagnosed as having epilepsy.

Some triggers for epilepsy include unmanaged stress and environmental conditions (e.g., flashing lights). When avoiding these triggers, an individual should not be prevented from participating fully in any form of activity. With effective management and accommodation, living with epilepsy should not be a barrier to success.

All students with epilepsy — no matter how independent they are — need the support of trusted, caring adults at school and elsewhere.

When an epileptic event is happening, it is important to:

- stay calm;
- keep student safe while letting the seizure run its course;
- support the student having a seizure according to his/her Plan of Care;
- refrain from restraining, or interfering with, the student's movements;
- move objects away from the student in order to prevent injury;
- track the duration of the seizure;
- remain with the student until the seizure has passed, and the student is fully conscious.

Call 9-1-1:

- if the seizure lasts more than 5 minutes;
- if the seizure repeats without full recovery;
- if the student is injured;
- if the student is diabetic;
- if the student has difficulty breathing;
- if the student has a seizure in water;

and notify parents/guardians immediately.

PPM 161: *Supporting Children and Students with Prevalent Medical Conditions in Schools*, states that any policy developed to support students living with epilepsy should have as its goals:

- to support students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports well-being;
- to empower students, as confident and capable learners to reach their full potential for self management of their medical condition(s), according to their Plan of Care.

No action or other proceedings for damages shall be commenced against an employee for an act or omission, done or omitted by the employee in good faith, in the execution or intended execution of any duty or power under the Good Samaritan Act. Subsection 2(1) and (2) of this act outline the following with regard to individuals:

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person.

(2) Subsection (1) applies to, ...(b) an individual...who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an

accident or other emergency, if the individual provides the assistance at the immediate scene of the accident or emergency.

Management of epilepsy in schools is a shared responsibility requiring a team approach. These Administrative Procedures provide direction to students, staff, parents, and the school/workplace community in understanding and fulfilling the Board's responsibilities under PPM 161.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- reviewing this administrative procedure to ensure its alignment with the Student Achievement and Well-being Directional Policy;
- reviewing this administrative procedure as part of the regular policy and procedures review cycle.

The Director of Education is responsible for:

- ensuring that the Student Achievement and Well-Being Directional Policy, and all Administrative Procedures supporting it, are in line with, and expressive of, the PVNC Multi-year Strategic Plan: Vision, Mission and Strategic Priorities;
- overseeing implementation of this Administrative Procedure.

The Superintendent with responsibility for Healthy Schools is responsible for:

- ensuring training resources on prevalent medical conditions are available to all PVNC schools on an annual basis, particularly through the PVNC Safe Schools Training website portal. The scope of training should include the following:
 - strategies for preventing risk of student exposure to triggers and causative agents;
 - strategies for supporting inclusion and participation in school;
 - recognition of symptoms of a medical incident and a medical emergency;
 - medical incident response and medical emergency response;
 - documentation procedures;
- raising awareness with all PVNC staff of Board administrative procedures on prevalent medical conditions;
- raising awareness with all PVNC staff of the range of evidence-based resources that provide information on various aspects of prevalent medical conditions;
- subject to relevant privacy legislation, and for the purposes of informing cyclical policy review, developing a process to collect data regularly, including, but not limited to, data on the number of students with prevalent medical conditions at

each school, on the number of occurrences of medical incidents and medical emergencies, as well as on the circumstances surrounding these events.

The Superintendent with responsibility for Transportation is responsible for:

- ensuring that transportation contracts include provisions for driver training on epilepsy trigger avoidance strategies, emergency procedures, and awareness of students at risk on their routes;
- ensuring that school principals are aware that a Plan of Care for Prevalent Medical Conditions form is completed in the Maplewood database for each student with a prevalent medical condition, and that a copy of this form must be provided to the student's transportation provider.

The Superintendents of Schools are responsible for:

- ensuring each school has developed a Plan of Care for each student living with epilepsy.

Principals and Vice-Principals are responsible for:

- communicating, on an annual basis, Board policies on supporting students with prevalent medical conditions to parents, staff, and others in the school community who are in direct contact with students (e.g., food service providers, transportation providers, volunteers);
- informing themselves, and raising awareness in their schools, of the facts about epilepsy (see References and Resources list below);
- communicating to parents and appropriate staff the process for parents to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care for Prevalent Medical Conditions form in the Maplewood database with the principal. This process should be communicated to parents, at a minimum:
 - during the time of registration;
 - each year during the first week of school, by providing an updated Authorization for Administration of Medication form (see Appendix A) to be completed and returned;
 - when a child is diagnosed and/or returns to school following a diagnosis;
- respecting the confidentiality of students' medical information within the school environment, including practices for accessing, sharing, and documenting information. Schools must comply with applicable privacy legislation and obtain parental consent in the individual Plan of Care prior to sharing student health information with school staff, other students, or service providers. Parents and school staff should be informed of the measures to protect the confidentiality of students' medical records and information;

- maintaining a file with the Plan of Care and supporting documentation for each student with epilepsy, which includes possible triggers, symptoms, daily/routine management strategies and responses in the case of a seizure;
- ensuring that staff have had appropriate training to carry out the individual Plans of Care;
- providing relevant information from the student's Plan of Care to school staff, and others who are identified in the Plan of Care, as well as to occasional staff, volunteers, co-operative education students, student teachers, and other service providers, as appropriate, including when there are any revisions made to the plan, and what their respective roles in the plan may be;
- maintaining a centrally accessible file containing all individual Plans of Care;
- providing relevant information from the student's Plan of Care to the student's transportation provider, including updates when the plan is revised;
- including a process and appropriate resources to support students with prevalent medical conditions in the event of a school emergency (e.g., bomb threats, evacuation, fire, "hold and secure", lockdown) or for activities off school property (e.g., field trip, sporting event). This process should also include considerations for occasional staff.

School staff are responsible for:

- ensuring that they are knowledgeable about these Administrative Procedures;
- participating in training in order to carry out their roles in individual Plans of Care;
- reviewing the contents of the Plan of Care for any student with whom they might have direct contact;
- sharing information on a student's signs and symptoms with other students, as outlined in the Plan of Care;
- following strategies that reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Plan of Care;
- supporting a student's daily or routine management, and responding to medical incidents and medical emergencies that occur during school or during school activities, as outlined in the student's Plan of Care;
- participating in an established communication plan with parents, as outlined in the Plan of Care;
- supporting inclusion by allowing students with prevalent medical conditions to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student;
- enabling students with prevalent medical conditions to participate in school to their full potential, as outlined in their Plan of Care;

- leaving appropriate student Plan of Care information for occasional staff replacing them, in a prominent and accessible format;
- ensuring that, for all out of school events/activities and overnight excursions for which a staff members are responsible, they have a copy of the student's Plan of Care available, that they are familiar with the Plan, and that they have collaborated with parents/guardians prior to the activity/excursion to address any additional safety concerns.

Parents/Guardians are responsible for:

- educating their child about their medical condition(s) with support from their child's health care professional, as needed;
- guiding and encouraging their child to reach their full potential for self-management and self advocacy;
- informing the school of their child's medical condition(s), and keeping the school updated on any changes in the child's Plan of Care;
- completing the Authorization for Administration of Medication form, in conjunction with the child's health care professional, on an annual basis;
- completing the Plan of Care for Prevalent Medical Conditions form in conjunction with the school administration, annually, which includes a communication plan between home and school;
- providing a Medic Alert bracelet or necklace for their child;
- providing sufficient quantities of up-to-date medication in their original containers, and sufficient supplies, as directed by a healthcare professional and as outlined in the individual Plan of Care;
- encouraging their children to respect school prevention plans.

Students living with epilepsy are responsible for:

- taking responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, social, and physical stage of development and their capacity for self management;
- participating in the development and review of their Plan of Care, where appropriate;
- carrying out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care;
- communicating with their parent(s) and school staff if they are facing challenges related to their medical condition(s) at school;
- wearing medical alert identification as provided by their parents;
- if possible, informing school staff and/or their peers if a medical incident or a medical emergency occurs;
- learning to recognize symptoms of a pending seizure.

PROGRESS INDICATORS:

- The members of PVNC school and workplace communities have the information which they need to provide support to those living with epilepsy, including minimizing the risk of a seizure, and responding effectively if one occurs.
- Service providers for PVNC schools also have the information which they need to provide support to those living with epilepsy, including minimizing the risk of a seizure, and responding effectively if one occurs.
- Students advocate for their own health and safety.
- Parents cooperate with the school to provide all relevant information on their child's prevalent medical condition(s), and they consent to share that information appropriately.

DEFINITIONS:

PLAN OF CARE

A Plan of Care is a form that contains individualized information on a student with a prevalent medical condition. According to PPM 161, school board policies and procedures must include a Plan of Care form, to include:

- preventative strategies to be undertaken by the school to reduce the risk of medical incidents and exposure to triggers or causative agents in classrooms and common school areas;
- identification of school staff who will have access to the Plan of Care;
- identification of routine or daily management activities that will be performed by the student, parent(s), or staff volunteer(s), as outlined in school board policy, or by an individual authorized by the parent(s);
- a copy of notes and instructions from the student's health care professional, where applicable;
- information on daily or routine management accommodation needs of the student (e.g., space, access to food). Where possible, a student should not be excluded from the classroom during daily or routine management activities, unless the student or the parent(s) indicate they prefer exclusion;
- information on how to support or accommodate the student to enable participation to their full potential in all school and school board activities (e.g., field trips, overnight excursions, board-sponsored sporting events);
- identification of symptoms (emergency and other) and response;
- emergency contact information for the student;
- clear information on the school board's emergency policy and procedures;

- details related to storage and disposal of the student's prescribed medication(s) and medical supplies, such as:
 - parental permission for the student to carry medication and/or medical supplies;
 - location of spare medication and supplies stored in the school, where applicable;
 - information on the safe disposal of medication and medical supplies;
- requirements for communication between the parent(s) and the principal (or the principal's designate) and/or school staff, as appropriate, including format and frequency;
- parental consent to share information on signs and symptoms with other students.

The Plan of Care for a student with a prevalent medical condition should be co-created, reviewed, and/or updated by the parent(s) in consultation with the principal or the principal's designate, designated staff (as appropriate), and the student (as appropriate), during the first thirty school days of every school year and, as appropriate, during the school year (e.g., when a student has been diagnosed with a prevalent medical condition).

Parents have the authority to designate who is provided access to the Plan of Care. With authorization from the parents, the principal or the principal's designate should share the Plan of Care with school staff who are in direct contact with students with prevalent medical conditions and, as appropriate, others who are in direct contact with students with prevalent medical conditions (e.g., food service providers, transportation providers, volunteers).

SEIZURES

According to Epilepsy Ontario:

A seizure is a brief disruption in normal brain activity that interferes with brain function.

The brain is made up of billions of cells called neurons which communicate by sending electrical messages. Brain activity is a rhythmic process characterized by groups of neurons communicating with other groups of neurons. During a seizure, large groups of brain cells send messages simultaneously (known as "hypersynchrony") which *temporarily* disrupts normal brain function in the regions where the seizure activity is occurring. Seizures can cause temporary changes or impairments in a wide range of functions. Any function that the brain has can potentially be affected by a seizure, such as behaviour, sensory perception (vision, hearing, taste, touch, smell), attention, movement, emotion, language function, posture, memory, alertness, and/or consciousness. Not all seizures are

the same. Some seizures may only affect one or two discrete functions, other seizures affect a wide range of brain functions.

Most people associate a seizure with a loss of consciousness and rhythmic jerking movements. Some seizures do cause convulsive body movements and a loss of consciousness, but not all. There are many different kinds of seizures. A temporary uncontrollable twitching of a body part could be due to a seizure. A sudden, brief change in feeling or a strange sensation could be due to a seizure.

Most seizures are brief events that last from several seconds to a couple of minutes and normal brain function will return after the seizure ends. Recovery time following a seizure will vary. Sometimes recovery is immediate as soon as the seizure is over. Other types of seizures are associated with an initial period of confusion afterwards. Following some types of seizures there may be a more prolonged period of fatigue and/or mood changes.

REFERENCES AND RESOURCES:

[PPM 161](#): Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools, 2017.

Healthy Schools, Ministry of Education:

<http://www.edu.gov.on.ca/eng/healthyschools/medicalconditions.html>

[Epilepsy Canada website resources](#)

[Epilepsy Ontario website resources](#)

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Use of Electronic Communication and Social Media	516
Directional Policy	
500: Employee Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Use of Electronic Communication and Social Media

DATE APPROVED:

PROJECTED REVIEW DATE: October 2023

DIRECTIONAL POLICY ALIGNMENT: Employee Relations

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Use of Electronic Communication and Social Media Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by supporting employees in their understanding of *professional boundaries and responsibilities in the appropriate use of electronic communication and social media*. *Electronic communication includes, but is not limited to, messaging or video chat software, websites, apps, email, texting, and blogging. It also includes social media networking platforms such as Facebook, Twitter, Instagram, Snapchat and Youtube.* Given the ubiquitous quality of social media and its ever increasing use as learning technologies in instruction and assessment, this administrative procedure assists employees in maintaining the public trust.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”) is committed to establishing guidelines and expectations regarding the ethical and responsible use of electronic communication and social media by its employees. It does so in keeping with Ontario College of Teachers’ professional advisory: *Maintaining Professionalism - Use of Electronic Communication and Social Media*.

The board acknowledges that social media platforms are and will continue to be increasingly popular with staff, students and families, and within our school communities these platforms are used for the purposes of instruction, assessment, and communication.

It is necessary to provide guidelines that assist our staff in understanding the distinction between the private and professional use of social media. Our employees’ *off-duty conduct, even when not directly related to students, is relevant* in maintaining public confidence.

To that end, the board provides guidelines that include but are not limited to the Employee Acceptable Use of Technology Administrative Procedure and to provide them with the means, information, and skills necessary to accompany them.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing the Electronic Communication and Social Media Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation and compliance with this Administrative Procedure.

Superintendent of Learning/Innovation Technologies is responsible for:

- In consultation with the Superintendent of Human Resources, overseeing the development of this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting implementation of this Administrative Procedure.
- Promoting a culture of positive digital citizenship that reinforces our understanding of that “communication is part of God’s plan for us and an essential way to experience fellowship.” (Pope Francis 2018)

Manager of Communications is responsible for:

- Overseeing the development and revision of electronic and social media guidelines for staff.
- Monitoring and supporting staff in the areas of electronic communication.

Manager of Information Technology is responsible for:

- Overseeing the development and revision of guidelines and resources for staff and students.
- Monitoring and supporting staff in the areas of electronic communication.

Principals and Vice-Principals are responsible for:

- Notifying staff about the Electronic and Social Media Administrative Procedure.

Staff are responsible for:

- Maintaining electronic and social media practices in keeping with the advisory of the Ontario College of Teachers and this administrative procedure.

PROGRESS INDICATORS:

- Yearly completion of Employee Acceptable Use of Technology Agreement, which includes review of the employee guidelines for electronic and social media.

DEFINITIONS:

- Digital Citizenship - Conduct oneself ethically, respectfully and in accordance with the rights, duties, and privileges of being a part of an online community.
- Digital Tools - Electronic tools that are used to help deliver instruction or for other classroom purposes. A movie maker app is an example of a digital tool that can be used to help students create a movie to help explain a concept they are learning.
- School site - land or premises or an interest in land or premises required by a board for a school, school playground, school garden, teacher's residence, caretaker's residence, gymnasium, school offices, parking areas or for any other school purpose.
- Technology - all forms of technology used to create, store, exchange, and use digital information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

REFERENCES:

- Message of His Holiness Pope Francis for World Communications Day, January 24, 2018
- Catholic Curriculum Corporation - Ethical and Responsible Use of Information and Communication Technology
- [Ontario College of Teachers Professional Advisory: Electronic and Social Media, September 2017](#)
- Personal Network Device Policy - 904



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE ELECTRONIC MEETINGS	ADMINISTRATIVE PROCEDURE NUMBER 107 (NEW) 711 (OLD)
Directional Policy 100 Governance, Vision and Strategic Priorities	

TITLE OF ADMINISTRATIVE PROCEDURE:

Electronic Meetings

DRAFT

DATE APPROVED:

March 22, 2011, Revised Oct. 2, 2018

PROJECTED REVIEW DATE:

October, 2022

DIRECTIONAL POLICY ALIGNMENT: 100 Governance, Vision and Strategic Priorities:

The exercise of good governance includes the opportunity for trustees to participate in board and/or committee meetings electronically when that becomes necessary, to maximize their engagement to the fullest extent possible.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Governance, Vision and Strategic Priorities Policy supports our Vision for Achieving Excellence in Catholic Education: Learn, Lead and Serve. Within the Serve priority: “Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens”, is a strategic action, that we will continue and enhance open and transparent communication and partnerships.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

1. At the request of a board member or student trustee, in situations where it is not possible for the member to attend a regularly scheduled or special meeting of the board or one of its Ministry-legislated committees, the board shall provide electronic means for participation in that meeting.
2. All procedural by-laws established by the board shall apply to meetings conducted with electronic participation, including rules governing conflict of interest and confidentiality.
3. The board must ensure the security and confidentiality of proceedings held during in-camera meetings, especially those that include electronic participation.
4. On appropriate notification to the Executive Assistant of the office of the Director of Education, individual board members or student trustees shall be given access to participate in meetings of the board or its committees through the use of electronic means. Board members or student trustees must request participation by electronic means at least twenty-four hours in advance, where possible.
5. Under amended regulation 463/97, the chair of a board or committee meeting may preside over the meeting electronically if any of the following applies:
 - a. The distance from the chair's current residence to the meeting location is 200km or greater;
 - b. Weather conditions do not allow the chair to travel to the meeting location safely; or
 - c. The chair cannot be physically present at a meeting due to health-related issues.

No more than half of board or committee meetings in a 12-month period can be chaired electronically.

6. In accordance with Section 208(11) of the Education Act and board by-laws, the presence of a majority of all members constituting the board shall be necessary to form a quorum in any electronically facilitated meeting and the vote of a majority of such a quorum shall be necessary to bind the board. A trustee participating in a meeting electronically shall be deemed to be present.
7. At every meeting of the Board, the following persons must be physically present in the meeting room:
 - a. At least two members of the board
 - b. The Director of Education or his/her designate
8. Where a meeting is taking place with electronic participation of board members, a board facility shall remain open and accessible to the public for their attendance and participation. Where the location is different from the normal venue (the Catholic Education Centre Board Room), then notification shall be posted on the board website.
9. All board members will be given access to the board agenda package prior to the meeting for reference during and electronic meeting.
10. Board members or student trustees participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
11. Board members or student trustees will notify the Chair of any other individuals who may be present and participating at their off-site location during their electronic participation in a meeting.
12. The board will ensure that student trustees do not participate by electronic means in any proceedings closed to the public.
13. Where a member of the public or delegation is scheduled to bring a presentation to the board and is unable to attend due to inclement weather or other unforeseen circumstances, then the individual or delegation representative must contact the Executive Assistant to the Director's Office in order to either re-schedule the presentation or arrange for electronic participation for the presentation.

RESPONSIBILITIES

The Board of Trustees is responsible for:

- Ensuring this administrative procedure on Electronic Meetings is aligned with the board's Directional Policy on Governance, Vision, and Strategic Priorities
- Making requests for electronic participation in meetings in a timely fashion

The Director of Education is responsible for:

- designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- ensuring the procedures for electronic meetings are facilitated on behalf of all trustees

Superintendents are responsible for:

- acting in place of the Director of Education to be the staff person present during electronic meetings, as designated.

PROGRESS INDICATORS:

- opportunities are utilized for electronic participation in meetings
- equipment is made available and is functional
- meetings are neither cancelled nor postponed because of the availability of electronic participation

DEFINITIONS

1. ELECTRONIC MEETING

An electronic meeting is a board or committee meeting in which a board member, student trustee staff member or member of the public making a presentation to the board participates electronically in the meeting.

2. PUBLIC LOCATION

A public location is a designated board site, usually a school facility the Catholic Education Centre.

3. IN CAMERA MEETING

An in-camera meeting is a meeting that is closed and not open to the public.

4. SITE MONITOR

A site monitor is a PVNC CDSB staff member designated by the Director of Education, charged with the responsibility of ensuring compliance with board meeting regulations and procedures, including monitoring electronic access to board or committee meetings. Usually this is a supervisory officer.

5. RECORD

Any record of information however recorded, whether in print, film, or any other electronic or physical means.

REFERENCES:

Municipal Freedom of Information and Protection of Privacy Act
Education Act
PVNCCDSB Policy 300 and Administrative Procedures 201-309
Peterborough Victoria Northumberland and Clarington Catholic District School
Board By-Laws

BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE STUDENT TRUSTEES	ADMINISTRATIVE PROCEDURE NUMBER 105 (NEW) 1110 (OLD)
Directional Policy 100 Governance, Vision and Strategic Priorities	

TITLE OF ADMINISTRATIVE PROCEDURE:

Student Trustees

DATE APPROVED:

March 21, 2017

PROJECTED REVIEW DATE:

March, 2022

DIRECTIONAL POLICY ALIGNMENT: 100 Governance, Vision and Strategic Priorities:

The exercise of good governance includes the intentional creation of opportunities for student voice to be exercised and heard. To that end, the board is committed to maintaining the position of student trustee whereby the student voice may be heard at the board table.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Governance, Vision and Strategic Priorities Policy supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. This is most clearly made visible in the board's efforts to engage student voice and to provide opportunities for student leadership. This Vision calls the Board to the following Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The board and senior administration recognize the importance of student trustees and their role in bringing forward the student voice of the system. Two positions for student trustees: a junior student trustee who is in Gr. 11 and a senior student trustee who is in Gr. 12. The term of office of each trustee will be ~~one year~~ two years. In the spring of each year, a new junior student trustee from Gr. 10 and a new senior student trustee from Gr. 11 will be elected. ~~for the following one year.~~

A student trustee's term of office shall run from August 1 of the year in which he or she is elected and shall end July 31 two years later.

The student trustee does not have a counted vote on any matter and shall not affect quorum. The student trustee shall otherwise participate as a regular trustee to examine and debate issues leading up to a vote, with their position on the matter being recorded in the minutes.

The Vice-chairperson shall be designated as mentor to the student trustee. The Director of Education shall designate a member of the Board administration for ongoing support and contact.

1. SELECTION

- a) The election of a student trustee **candidate** from each school shall be by a direct or indirect peer election process. The Secondary Administration team at each secondary school will determine which process they will follow. The student trustee candidates, as a group, shall be known as the **Student Council Liaison Committee**. The existing and future Student Council Liaison Committees shall

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

elect from among the group a member to recommend to the Board as student trustee by April 30 each year.

- b) Secondary school principals will ensure that a direct or indirect election process is in place prior to the end of March to allow eligible and interested individuals to be nominated as student trustee candidates.
- c) The Director of Education or his or her designate will meet with the student trustee candidates elected by each school, as well as members of the current Student Council Liaison Committee, to review the student trustee role and expectations, and assist with the election of a candidate to the Board as student trustee.
- d) The nominees from each secondary school will present their information packages and, following the presentations, all those in attendance will elect the individual to serve as student trustee.
- e) The information packages will consist of a résumé and cover letter including:
 - (i) reasons for seeking the position;
 - (ii) educational background;
 - (iii) achievements and interests;
 - (iv) other pertinent information; and
 - (v) references from parish priest/pastoral care worker; secondary school principal/vice-principal; guidance counsellor/student council staff advisor.

2. ELIGIBILITY

The student trustee will:

- (a) be Roman Catholic; or, if not a baptized Roman Catholic, be fully supportive of the mission, vision, and responsibilities of Catholic Schools in Ontario;
- (b) be a **full-time pupil** of the Board in the senior division as of August 1 after the election and remain so for the duration of his or her term of office;
- (c) shall meet the eligibility requirements within the Education Act and Municipal Elections Act related to Catholic School Board Trustees, excluding those related to age;
- (d) be maintaining a grade average of 70% or better at the time he or she becomes a candidate for the position, and must maintain that average throughout his or her term of office;
- (e) receive written approval of his or her parent/guardian, if under 18 years old by the date of the commencement of office;

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

- (f) receive the written recommendations of the principal or vice-principal, parish ———priest or school pastoral care worker, and his or her guidance counsellor or student council staff advisor of the Catholic secondary school he or she —attends;
- (g) have displayed proven leadership experience, parish and community involvement, and an acceptable academic achievement;
- (h) for the position of senior student trustee, have previously served as a junior student trustee for the board (with the exception of the election for the 2017/2018 school year).

3. RESPONSIBILITIES**The Board of Trustees is responsible for:**

- ensuring there is a process in place for the encouragement, election and support of student trustees;
- ensuring that the student trustees are welcome and that they are given opportunities to voice their opinions and views on matters being discussed, and to give a student trustee report at each board meeting;
- assigning the Vice Chair to mentor the student trustees.

The Director of Education is responsible for:

- facilitating the election of student trustees each year;
- along with the Vice Chair, orienting and mentoring the student trustees in their role;
- facilitating the leadership of the student trustees at the student liaison committee;
- providing an orientation to the student trustee at the time of the commencement of office.

Superintendents are responsible for:

- supporting secondary principal in preparing for the election of their student trustee candidates;
- working with the director of education in facilitating and supporting the work of student trustees;

Secondary Principals are responsible for:

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

- ensuring that candidates for student trustee are recruited and brought forward, properly screened, and given appropriate support for their candidacy in the student trustee election;
- establishing an election process within their schools for the election of their school candidate.

Teachers and Staff are responsible for:

- supporting and encouraging appropriate candidates for the role of student trustee.

Parents are responsible for:

- ensuring that their students who have chosen to run for election have their written consent;
- support their decision and will ensure transportation to and from meetings and other special events that require the participation of the student trustee.

Students are responsible for:

- voting for appropriate student trustee candidates in their schools;
- supporting their student trustees elected by their student liaison committee;
- communicating with their student trustees or student liaison committee their ideas, concerns, and vision to be help form part of the student trustees monthly reports.

The student trustees will:

- attend public sessions of regular meetings of the Board and its standing committees; normally, the student trustees will not attend the in-camera portion of a board meeting;
- uphold and promote the Board's Mission and Vision in the performance of his or her duties;
- demonstrate confidentiality and discretion, where required, and act in accordance with Board Policies, By-laws, and Rules of Order;
- (d) participate fully with other trustees in discussions, giving voice to the interests of all students and reporting regularly to the Board, and to act on —behalf of the well-being of the student population within the Board;
- (d)(e) act as Co-chairs of the Student council Liaison Committee

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

- ~~(e)~~(f) take the lead, as Co-Chair of the Student Council Liaison Committee, in
 — planning the annual leadership event for secondary student council members;
- ~~(f)~~(g) liaise with the student population through local school student councils by means of the Student Council Liaison Committee, and communicate with them on Board matters;
- ~~(g)~~(h) follow the normal process of dealing with complaints, questions, or suggestions regarding a school or service by advising the appropriate Board personnel;
- ~~(h)~~(i) represent the Board at various functions when specifically designated to do so by the Chairperson of the Board or the Director of Education;
- ~~(i)~~(j) maintain a 70% average and conduct himself or herself with proper demeanor at all times in accordance with the Catholic School Graduate Expectations for students of Catholic secondary schools;
- ~~(j)~~(k) be required to wear his or her school dress code, or casual business attire when in attendance at Board or Board committee meetings;
- ~~(k)~~(l) complete the Student Trustee Profile Form and return to the Communication Services for media purposes;
- ~~(m)~~ have a photograph taken for use in publications and media documents produced by the Communication Services.

PROGRESS INDICATORS:

- Student trustees will be in place for the commencement of each school year, and are ready to participate in the first and subsequent board meetings of the year. ●
- The transition from one to two student trustees has effectively taken place.
- The student liaison committee gives positive feedback to the Director as to the process for election and that their voices are being effectively represented at the board table.

~~(j)~~**4. ATTENDANCE**

The student trustees are expected to attend public sessions of regular meetings of the Board and its standing committees. A member of the Student Council Liaison Committee may be designated to attend a meeting when a student trustee is unable to attend.

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

Absence from three consecutive Board meetings, regardless of replacement, will result in disqualification of the student trustee in accordance with the Education Act.

5. VACANCY

The Student Trustee Liaison Committee will be called upon to elect from among its members a new student trustee upon the resignation or disqualification of a student trustee.

6. EXPENSES

Each student trustee will be paid an honorarium as set out in section 55(8) of the Education Act. The honorarium is \$2500 per school year paid on a bi-monthly basis.

7. ADMINISTRATIVE SUPPORT

Student trustees will receive orientation and in-service by the Board Chairperson, or designate, and Board administration, prior to the beginning of his or her term of office. Orientation will include an introduction to the Board Mission and Vision, as well as issues of confidentiality and conflict of interest. Student trustees will be provided with normal support services afforded to trustees. The Board will make arrangements to provide the student trustee access to computer, phone, fax, voice mail, and photocopy services in order to support their role.

8. MATERIALS

Appropriate agendas and supporting materials pertaining to Board and committee meetings will be provided to the student trustee. Business cards will be provided by Communication Services.

9. COMMISSIONING SERVICE

A commissioning service will be organized in September of each year to welcome the new student trustee into his or her position. Such a service will be celebrated at a Board meeting and will include the family and guests of the student trustee.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- ensuring there is a process in place for the encouragement, election and support of student trustees;

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

- ensuring that the student trustees are welcome and that they are given opportunities to voice their opinions and views on matters being discussed, and to give a student trustee report at each board meeting;
- assigning the Vice Chair to mentor the student trustees.

The Director of Education is responsible for:

- facilitating the election of student trustees each year;
- along with the Vice Chair, orienting and mentoring the student trustees in their role;
- facilitating the leadership of the student trustees at the student liaison committee;
- providing an orientation to the student trustee at the time of the commencement of office.

Superintendents are responsible for:

- supporting secondary principal in preparing for the election of their student trustee candidates;
- working with the director of education in facilitating and supporting the work of student trustees;

Secondary Principals are responsible for:

- ensuring that candidates for student trustee are recruited and brought forward, properly screened, and given appropriate support for their candidacy in the student trustee election;
- establishing an election process within their schools for the election of their school candidate.

Teachers and Staff are responsible for:

- supporting and encouraging appropriate candidates for the role of student trustee.

Parents are responsible for:

- ensuring that their students who have chosen to run for election have their written consent;
- support their decision and will ensure transportation to and from meetings and other special events that require the participation of the student trustee.

Students are responsible for:

- voting for appropriate student trustee candidates in their schools;
- supporting their student trustees elected by their student liaison committee;

AP- STUDENT TRUSTEES**# 105 New/1110 Old**

- communicating with their student trustees or student liaison committee their ideas, concerns, and vision to be help form part of the student trustees monthly reports.

PROGRESS INDICATORS:

- Student trustees will be in place for the commencement of each school year, and are ready to participate in the first and subsequent board meetings of the year. • The transition from one to two student trustees has effectively taken place.
- The student liaison committee gives positive feedback to the Director as to the process for election and that their voices are being effectively represented at the board table.

DEFINITIONS:

STUDENT TRUSTEE: Student trustee is a contributing, non-voting student member on the Board of Trustees who represents the voice of the students served by the Board, and play a key role in Board issues through active participation in the decision-making process at the Board level.

STUDENT COUNCIL LIAISON COMMITTEE: Student Council Liaison Committee members include the student trustee candidates from each secondary school.

IN-CAMERA: In-camera is a meeting of a committee of the Board, including a committee of the whole Board, and may be closed to the public when the subject under consideration involves:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or (e) litigation affecting the Board.

Education Act, Section 207

VOTING: Student trustees are not Board members and are, therefore, not entitled to a binding vote - that is, their vote doesn't "count". However, a student trustee does have the right to have his or her vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a Board or any of its committees be put to a vote, in which case there must be two votes:

- (a) a non-binding vote that includes the student trustee's vote, and

- (b) a recorded binding vote that does not include the student trustee's vote.

A student trustee is not entitled to move a motion, but is entitled to **suggest** a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

DIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the **student body** and a school-wide election will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

INDIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the **sitting Student Council**. An election by members of the Student Council will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

REFERENCES:

Municipal Elections Act, 1996, Section 17 (2) and 29.1
 Education Act, Section 1 (1)
 Education Act, Section 55
 Education Act, Section 58.9 (3)
 Education Act, Section 67
 Education Act, Section 207 (2)
 Education Act, Section 219.1
 Peterborough Victoria Northumberland and Clarington Catholic District School
 Board By-Laws
 Peterborough Victoria Northumberland and Clarington Catholic District School
 Board Policies and Administrative Procedures Manual



Board By-Laws

MARCH 21, 2017
Revised March 28, 2017

Vision

Achieving Excellence in Catholic Education through
Learning, Leadership and Service



Table of Contents

PART I-INTERPRETATION.....	5
1.1. Interpretation.....	5
1.2. Calculation of Majorities.....	6
1.3. Application to Committees.....	6
PART II- TRANSACTION OF THE AFFAIRS OF THE BOARD	6
2.1. Head Office.....	6
2.2. Fiscal Year.....	6
2.3. Auditor.....	6
PART III- TRUSTEES.....	7
3.1. Number of Trustees and Powers.....	7
3.2. Qualifications.....	7
3.3. Election and Term.....	8
3.4. Duties of Board Members.....	9
3.5. Resignation of a Trustee.....	10
3.6. Vacation of Office.....	10
3.7. Honoraria for Trustees.....	11
3.8. Remuneration of Trustees.....	12
3.9. Statutory Committees.....	12
3.10. Standing Committees.....	13
3.11. Ad-hoc Committees.....	1815
3.12. Removal or Resignation from Committees.....	1816
3.13. Dissolution of Committees.....	1816
3.14. Special Meetings of Committees.....	1816
3.15. Notice of Special Meetings.....	1816
3.16. Accidental Omission.....	1916
3.17. Cancellation of Special Meetings of a Committee.....	1916
3.18. Committee Chair.....	1917
3.19. Committee Meetings - Place, Time, and Agenda.....	1917
3.20. Committee Meetings - Procedure and Motions.....	2017
3.21. Committee Meetings - Open to the Public.....	2017
3.22. Committee Meetings - Quorum.....	2018
3.23. Committee Meeting Curfew.....	2018

3.24. Committee Reports.....	2118
PART IV- MEETINGS OF THE BOARD	2119
4.1. Inaugural Board Meeting.	2119
4.2. Annual Board Meetings.....	2219
4.3. Date, Hour, and Location of Regular Board Meetings.	2220
4.4. Agenda.	2220
4.5. Special Meetings of the Board.....	2220
4.6. Notice of Special Meetings.....	2320
4.7. Accidental Omission.....	2320
4.8. Cancellation of Special Meetings.	2320
4.9. Publicity of Board Meetings.....	2321
4.10. Robert's Rules of Order (Newly Revised, 11th Edition).	2321
4.11. Absence of Chair.	2321
4.12. Absence of Secretary/Secretary-Treasurer.	2421
4.13. Expulsion from Board and/or Committee Meetings.	2421
4.14. Quorum for Board Meetings.....	2422
4.15. Electronic Board and/or Committee Meetings.....	2522
4.16. Motions and Debates at Board and/or Committee Meetings.	2623
4.17. Voting at Board and/or Committee Meetings.....	2725
4.18. Curfew.	2825
4.19. Delegations at Board and/or Committee Meetings.....	2825
4.20. Order of Business at Board Meetings.....	2926
PART V- CHAIR AND VICE-CHAIR.....	3027
5.1. Chair.....	3027
5.2. Vice-chair.	3128
5.3. Term.....	3128
5.4. Signing Authority.....	3128
5.5. Role of Chair and Vice-chair on Committees.	3128
5.6. Voting Right of the Chair.....	3129
5.7. Duties of the Board Chair.	3129
5.8. Duties of the Vice-chair.....	3229
5.9. Vacancy.....	3230
PART VI- INSURANCE.....	3330

6.1. Insurance.....	3330
PART VII- OFFICERS	3330
7.1. Election and Appointment.....	3330
7.2. Remuneration and Removal.	3330
7.3. Powers and Duties.....	3331
7.4. Duties May be Delegated.	3431
7.5. Secretary.....	3431
7.6. Treasurer.....	3431
7.7. Vacancies.....	3533
PART VIII- EXECUTION OF DOCUMENTS	3633
8.1. Signing Authorities.....	3633
8.2. Seal.	3633
8.3. Affixing Corporate Seal	3633
8.4. Seal Register.	3633
8.5. Minutes.	3633
8.6. By-laws.	3633
8.7. Certification of Documents.	3634
8.8. Execution Not Under Seal.	3734
8.9. Cheques, Drafts, Notes, etc.	3734
8.10. Inspection of Books and Accounts.....	3734
PART IX- CONFLICT OF INTEREST GUIDELINES	3734
9.1. Indirect Pecuniary Interest.....	3734
PART X- EXPENDITURES	3936
10.1. Investment Powers.	3936
10.2. Report on Borrowings.....	3936
10.3. Debts.....	3936
10.4. Current Borrowing.....	3936
10.5. Debt Charges.	3937
10.6. Limit.....	4037
PART XI- BY-LAW AMENDMENT.....	4037
11.1. By-law Amendment.....	4037
PART XII- EDUCATION ACT REVISIONS.....	4037
12.1. Education Act Revisions.	4037

PART XIII- EFFECTIVE DATE.....	4037
13.1. Effective Date.	4037
13.2. Repeal.	4037

BOARD BY-LAWS

A By-law relating generally to the powers and responsibilities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the "**Board**"), its trustees, officers, and committees.

PART I-INTERPRETATION

1.1. Interpretation.

In this By-law and all other by-laws of the Board, unless the context otherwise specifies or requires:

"**Act**" means the *Education Act* (Ontario), as, from time to time, amended and every statute that may be substituted therefore and, in the case of such substitution, any reference in the By-laws to provisions of the *Act* shall be read as references to the substituted provisions therefore in the new statute or statutes;

"**Board**" means Board of Trustees;

"**By-laws**" means this by-law and all other by-laws of the Board from time to time in force and effect;

"**Chief Executive Officer**" means an individual who is also the Director of Education and the Chief Education Officer of the Board;

"**Committee**" means a committee created by the Trustees;

"**Director**" means the Director of Education of the Board;

"**Minister**" means the Minister of Education;

"**Ministry**" means the Ministry of Education;

"**Officer**" means an Officer of the Board;

"**Regulations**" means the Regulations made under the *Act* as, from time to time, amended and every regulation that may be substituted therefore and, in the case of such substitution, any references in the By-laws to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new regulations;

"**Trustee**" means a person elected, acclaimed, or appointed to the office of trustee of the Board pursuant to the provisions of the *Act* and the *Municipal Elections Act* (Ontario);

save as aforesaid, words and expressions defined in the *Act* or the Regulations have the same meanings when used herein;

words indicating number include the singular and plural; words indicating gender include the masculine, feminine, and neutral genders, and words indicating persons include

individuals, corporations, partnerships, trusts, and unincorporated organizations; and the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms and provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms or provisions.

1.2. Calculation of Majorities.

Whenever, in the By-laws, there is a provision for the majority of trustees or committee members present or a majority of all trustees or committee members, such majorities shall be calculated as the simple majority, unless otherwise specified.

1.3. Application to Committees.

A reference in the By-laws to a committee refers equally to a statutory committee, a standing committee, and an ad-hoc committee, as well as any sub-committee established by a committee or the Board, unless otherwise stated.

PART II- TRANSACTION OF THE AFFAIRS OF THE BOARD

2.1. Head Office.

The head office of the Board shall be in Peterborough, in the Province of Ontario, and at such place as the Board may, from time to time, by motion fix.

(Section 170(1.5) Education Act)

2.2. Fiscal Year.

The fiscal year of the Board shall be the year from September 1 to August 31.

(Section 230.20 Education Act)

2.3. Auditor.

(a) *The Board shall appoint one or more auditors for a term not exceeding five years who shall be a person licensed under the Public Accounting Act, 2004.*

(Section 253(1) Education Act)

(b) *No person shall be appointed as an auditor of the Board who is or during the preceding year was a trustee or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the Board other than for services within the person's professional capacity, and every auditor, on appointment, shall make and subscribe a declaration to that effect.*

(Section 253(3) Education Act)

(c) *An auditor of the Board has the right of access at all reasonable hours to all records of the Board and is entitled to require from the trustees and officers any information and explanation that in the auditor's opinion may be necessary to enable the auditor to carry out his or her duties. (Section 253(5) Education Act)*

(d) *Every trustee and every officer who:*

(i) *refuses or neglects to provide access to the records of the Board to which the auditor is entitled under Section 2.3(c); or*

- (ii) *refuses or neglects to provide information or an explanation required by the auditor under Section 2.3(c),*

is guilty of an offence and, on conviction, is liable to a fine of not more than \$200, but no person is liable if the person proves that he or she has made reasonable efforts to provide the access or the information or explanation.

(Section 253(6) Education Act)

- (e) *An auditor of the Board is entitled to attend any meeting of the Board or of a committee and to receive all notices relating to that meeting that a trustee or committee member, as the case may be, is entitled to receive and to be heard at the meeting that the auditor attends on any part of the business of the meeting that concerns him or her as auditor.* **(Section 253(8) Education Act)**

PART III- TRUSTEES

3.1. Number of Trustees and Powers.

- (a) *The affairs of the Board shall be managed by trustees who may exercise all such powers and do all such acts and things as may be exercised or done by the trustees that are not by the By-Laws or any special motion of the Board or by statute expressly directed or required to be done in some other manner.*

(Section 283(1) Corporations Act (generally))

- (b) *No later than March 31 in each election year, the Board shall determine the number of trustees to be elected to the Board in accordance with the Regulations.*

(Section 3(1) Education Act Reg. 412/00)

- (c) *On completion of the determination and distribution of trustees, the Board shall prepare a report in accordance with the Regulations and send a copy of the report to:*

- (i) *the Minister;*

- (ii) *the school board election clerks for all the municipalities within the area of jurisdiction of the Board; and*

- (iii) *the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the Board,*

no later than April 3 in each election year. **(Section 9(1)-(2) Education Act Reg.412/00)**

- (d) *The Board will not cease to exist by reason only of the lack of trustees.* **(Section 220(2) Education Act)**

3.2. Qualifications.

- (a) *Any person is qualified to be elected as a trustee if he or she is:*

- (i) *a resident in the Board's area of jurisdiction;*

- (ii) a Canadian citizen;
 - (iii) at least 18 years old;
 - (iv) a Roman Catholic; and
 - (v) not prohibited from being elected under law. **(Section 219(1) Education Act, and Section 17(2) Municipal Elections Act)**
- (b) A person is not qualified to be elected as a trustee if he or she is:
- (i) an employee of the Board, unless he or she takes an unpaid leave of absence beginning no later than the day the person is nominated and ending on the voting day and follows the procedures set out in Subsections 30(2) to (7) of the Municipal Elections Act, 1996;
 - (ii) the clerk or treasurer or deputy clerk or deputy treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board, unless he or she takes an unpaid leave of absence beginning no later than the day the person is nominated and ending on the voting day and follows the procedures set out in Subsections 30(2) to (7) of the Municipal Elections Act, 1996;
 - (iii) a member of the Assembly or of the Senate or House of Commons of Canada; or
 - (iv) otherwise ineligible or disqualified under the Act or any other law. **(Sections 20 and 30(2)-(7) Municipal Elections Act, and Section 219(4) and (5) Education Act)**
- (c) A person is not qualified to be elected in a by-election or to act as a trustee if the person is:
- (i) a member of any other district school board;
 - (ii) a member of a school authority;
 - (iii) a member of the council of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board; or
 - (iv) an elected member of a local board, as defined in the Municipal Affairs Act, or of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board,

and the person's term of office has at least two months to run after the last day for filing nominations for the by-election unless, before the closing of nominations, the person has filed his or her resignation with the secretary of the other district school board, with the secretary of the school authority, or with the clerk of the municipality or upper-tier municipality, as the case may be. **(Section 219(7) Education Act)**

3.3. Election and Term.

- (a) A trustee shall be elected by general vote of the electors qualified to vote in the geographic area of the Board. **(Section 58.9(1) Education Act)**
- (b) If the number of candidates declared elected is insufficient to fill the majority of trustee

positions, a by-election shall be held. **(Section 37(3) Municipal Elections Act)**

- (c) *If the number of candidates declared elected is sufficient to fill the majority of trustee positions, the candidates declared elected as trustees may appoint a person to fill the vacancy at a meeting of the Board called for that purpose if that person is:*
 - (i) *qualified to be elected as a trustee; and*
 - (ii) *has consented to accept the office if appointed.*

(Sections 37(3) and 38(1) Municipal Elections Act)

- (d) *If more than one person is nominated to fill a vacancy under Section 3.3(c), the Secretary shall take a vote to determine which person shall fill it. A person who receives more than half the votes shall fill the vacancy. If no person receives more than half the votes, the Secretary shall take another vote, excluding the person who received the fewest votes in the previous vote; if two or more persons received fewest votes, the Secretary shall choose the person to be excluded by lot.*

(Section 38(3), (4), and (5) Municipal Elections Act)

- (e) *The term of the office of a trustee shall be four years, each year beginning on December 1 and ending on the following November 30. **(Section 6(1) Municipal Elections Act, and Section 2(2) Education Act Reg. 357106)***
- (f) *A trustee shall remain in office until his or her successor is elected and a new board of trustees is organized. **(Section 6(3) Municipal Elections Act, and Section 220(1) Education Act)***
- (g) *A trustee is eligible for re-election if otherwise qualified. **(Section 219(3) Education Act)***

3.4. Duties of Board Members.

A member of the Board shall:

- (a) *Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Act, the regulations and the guidelines issued under the Act;*
- (b) *Attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member;*
- (c) *Consult with parents, students and supporters of the Board on the Board's multi-year plans;*
- (d) *Bring concerns of parents, students, and supporters of the Board to the attention of the Board;*
- (e) *Uphold the implementation of any Board motion after it is passed by the Board;*
- (f) *Entrust the day-to-day management of the Board to its staff through the Board's Director of Education;*

- (g) *Maintain focus on student achievement and well-being; and*
- (h) *Comply with the Trustee code of conduct. (Education Act, Section 218.1)*

3.5. Resignation of a Trustee.

- (a) *A trustee, with the consent of a majority of the trustees present at a meeting, entered on the minutes of it, may resign as a trustee, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a trustee if the resignation will reduce the number of trustees in total to less than a quorum. (Section 220(3) Education Act)*
- (b) *Despite subsection (a) above, where it is necessary for a trustee to resign to become a candidate for some other office, the trustee may resign by filing his or her resignation with the Secretary/Secretary-Treasurer, including a statement that the resignation is for the purpose of becoming a candidate for some other office, and the resignation shall become effective on the November 30 after it is filed or on the day preceding the day on which the term of the other office commences, whichever is the earlier. (Section 220(4) Education Act)*

3.6. Vacation of Office.

- (a) A trustee vacates his or her seat if he or she:
 - (i) resigns pursuant to the By-laws;
 - (ii) is convicted of an indictable offence;
 - (iii) absents himself or herself without being authorized by motion entered in the minutes, from three consecutive regular meetings of the Board;
 - (iv) ceases to hold the qualifications required to act as a trustee;
 - (v) becomes disqualified under Section 3.2 herein; or
 - (vi) fails to meet the requirements of Section 229 of the Act. **(Section 228(1) Education Act)**
- (b) *If the office of a trustee becomes vacant before the end of the trustee's term:*
 - (i) *the remaining elected trustees shall appoint a qualified person to fill the vacancy within 60 days after the office becomes vacant, if the majority of the elected trustees remain in office; or*
 - (ii) *a by-election shall be held to fill the vacancy, in the same manner as an election of the trustees, if a majority of the elected trustees do not remain in office. (Section 221(1) Education Act)*
- (c) *Despite Section 3.5(a) (ii), where a trustee is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. (Section 228(2) Education Act)*

(d) *Despite Section 3.5(b) (i), if trustees are elected under the Municipal Elections Act, 1996, the remaining elected trustees may by motion require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs:*

- (i) *in a year in which no regular election is held under that Act;*
- (ii) *before April 1 in the year of a regular election; or*
- (iii) *after the new board of trustees is organized in the year of a regular election.*

(Section 221(2) Education Act)

(e) *If two or more candidates receive an equal number of votes at a meeting held under Section 3.5(b) (i) to appoint a person to fill a vacancy or at a meeting to elect a person to fill a vacancy, the Chair shall provide for the drawing of lots to determine which of the candidates shall be appointed or elected. (Section 227 Education Act)*

(f) *Where a vacancy of a trustee position occurs:*

- (i) *within one month before the next election, it shall not be filled; or*
- (ii) *after the election, but before the new board of trustees is organized, it shall be filled immediately after the new board of trustees is organized in the same manner as for a vacancy that occurs after the board of trustees is organized.*

(Section 224 Education Act)

(g) *The Secretary/Secretary-Treasurer, or an authorized person for administering oaths, shall administer to each new trustee the declaration and oath as prescribed by Sections 209(1), (2), and (3) of the Act on or before the day fixed for holding the first meeting of the trustees after his or her election or appointment or on or before the day of the first trustee meeting that the person attends. Any trustee who refuses to take the oath shall be deemed to have resigned from the position of trustee. Any elected trustee absent from the swearing-in ceremony shall be sworn in prior to assuming trustee duties. (Section 209(1), (2), and (3) Education Act)*

(h) *A trustee appointed or elected to fill a vacancy shall hold office for the remainder of the term of the trustee who vacated the office. (Section 221(5) Education Act)*

3.7. Honoraria for Trustees.

[NTD: Paying trustees an honorarium is permitted generally under Section 191(1) of the Education Act.]

(a) *The honorarium for a trustee, in respect of any year of his or her term of office, shall consist of such of the following components as the Board determines:*

- (i) *The base amount for the year;*
- (ii) *The enrolment amount for the year;*
- (iii) *The attendance amounts payable to the trustee for the year; and*
- (iv) *The distance amounts payable to the trustee for the year. (Section 2(1) Education Act Reg. 357/06)*

- (b) *The Board shall establish a policy regarding honorarium components on or before October 31 of the calendar year in which a trustee's term of office begins.*
(Section 4(1) Education Act Reg. 357/06)

3.8. Remuneration of Trustees.

- (a) The Board may, at its discretion:
- (i) *pay the travelling expenses and membership fees of any trustee incurred in attending meetings of an educational association and may make grants and pay membership fees to any such organization; (Section 171(1.17) Education Act)*
 - (ii) *pay the costs, or any part thereof, incurred by any trustee in successfully defending any legal proceeding brought against him or her:*
 - (A) *for libel or slander in respect of any statements relating to the employment, suspension or dismissal of any person by the Board published at a meeting of the Board or of a committee; or*
 - (B) *for assault in respect of disciplinary action taken in the course of duty; (Section 171(1.18) Education Act)*
 - (iii) *reimburse a trustee or a committee member for his or her out-of-pocket expenses reasonably incurred when travelling to and from his or her residence to attend a meeting of the Board, or of a committee, as the case may be, that is held within the area of jurisdiction of the Board, or such lesser amount as may be determined by the Board; or pay the trustee or committee member an allowance at a rate per kilometre determined by the Board; (Section 191.2(1) Education Act)*
 - (iv) *establish a policy under which a trustee or committee member 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 trustee or a committee member, as the case may be; and (Section 191.2(2) Education Act)*
 - (v) *provide for a deduction of a reasonable amount from the allowance of a trustee or a committee member because of absence from meetings of the Board or meetings of the committee, as the case may be. (Section 191.2(5) Education Act)*
- (b) *Where an elected trustee is, under a by-law or motion of the Board, paid a salary, indemnity, allowance, or other remuneration, one-third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a trustee.*
(Section 191.3 Education Act)

3.9. Statutory Committees.

- (a) Citizens' Advisory Committee on Honoraria

- (i) *The Board shall establish a citizens' advisory committee on honoraria that will consist of six people selected by the Board, of whom,*
 - (A) *three shall be parent members within the meaning of subsection 1(1) of Ontario Regulation 612/00 (School Councils) made under the Act; and*
 - (B) *three shall be community representatives who are members of a school council for a school under subsection 3(1) of Ontario Regulation 612/00 (School Councils) made under the Act. **(Section 3(1)-(2) Education Act, Reg. 357/06)***
- (ii) *The Board shall provide to the committee all available information needed to make the calculations set out in subsections 5 to 9 of Ontario Regulation 357/06 (Honoraria for Board Members) made under the Act for a trustee for each year of the term of office. **(Section 3(3)(a) Education Act, Reg. 357/06)***
- (iii) *The committee shall review the information provided by the Board pursuant to Section 3.9(b) herein and shall recommend to the Board:*
 - (A) *an amount for the base amount, attendance amount, and distance amount for a trustee for each year of the term of office, and*
 - (B) *a percentage to be applied in calculating the enrolment amount limit for a trustee for each year of the term of office. **(Section 3(3)(b) Education Act, Reg. 357/06)***

3.10. Standing Committees.

- (a) The trustees may, from time to time, appoint such committee or committees as it deems necessary or appropriate for such purposes and with such powers as it shall see fit.
- (b) *Committees that make recommendations to the trustees in respect of education, finance, personnel, and property must be composed of trustees. Any other committee need not be composed of only trustees. **(Sections 171(1.1 and 1.2) Education Act)***
- (c) Any committee may formulate its own rules of procedure, subject to such regulations or directions as the trustees may, from time to time, make. The Board may remove any member of any committee.
- (d) Unless stated otherwise herein, the chair of each committee shall be chosen by the trustees during the inaugural/annual meeting of the Board in the same manner as the election of the Chair set out in Section 5.1 herein. The chairs of the committees shall be trustees. While a trustee may be the chair of more than one committee, to the extent possible, the chairs of the committees should be represented by a number of trustees.
- (e) Chairperson's Committee. The Board shall appoint a Chairperson's Committee that shall be composed of the Chairperson, Vice-chairperson, and one trustee-at-large elected by the Board. The Chairperson's Committee shall correlate activities of the Board, prepare Board Meeting agendas, and assign items to the appropriate standing committees, and be responsible for all residual items not specifically applicable to a

standing committee. It is the responsibility of the Committee to recommend procedures and structures for the effective functioning of the Board; receive recommendations from all standing committees and list them on the agenda for the regular Board meeting; and liaise with municipalities, other boards, and the Ministry of Education.

- (f) Governance Committee (Committee-of-the-Whole). The Board shall appoint a Governance Committee that shall be composed of the seven elected trustees and the student trustee(s). The Governance Committee shall provide a forum that could focus on one topic at a time and allow for more time to receive reports, question practitioners, obtain input from system personnel, etc., prior to recommending Board action. It is the responsibility of the Committee to make recommendations to the Board regarding matters including, but not limited to: staffing and other matters that significantly impact on budget priorities; curriculum and program updates, processes or changes; design, maintenance, delivery, and application of Information Technology; management of school generated funds; reviewing consortia proposals (i.e. transportation, purchasing, etc.); Health & Safety regulations, and due diligence. When necessary, the Committee will also discuss human resources matters such as collective agreement negotiations, terms and conditions of employment for administrative staff, and arbitrations, and make recommendations to the Board regarding matters related to human resources. In the event that matters require more in-depth discussion and/or research, they will be referred to the Ad-hoc Human Resources Committee.
- (g) Policy Development Committee. The Board shall appoint a Policy Development Committee that shall be composed of the seven elected trustees and the student trustee(s). The Policy Development Committee will develop and review Board policies. The Committee will be responsible for making recommendations to the Board on all policies and administrative procedures in a timely manner. It is the responsibility of the Committee to recommend new policy initiatives to the Board; consider draft policies and administrative procedures prepared by staff and make recommendations to the Board; receive all draft policies and administrative procedures for discussion and offer suggestions for consideration; consider the input that has been sought and received from all stakeholders prior to all policies being referred to the Board for approval; provide a regular process for policy review and evaluation; and ensure the maintenance of accurate and current records of all Board policies.
- (h) Audit Committee: The Audit committee is an advisory committee to the board whose mandate is to make recommendations to the Board in accordance with its' regulatory duties as defined in Ontario Regulation 361/10. The committee is composed of two trustees appointed for a four year term, two external non-members of the board of trustees and non- staff members appointed for a three year term, the Director of Education or designate, and an administrative assistant. The committee meets at least three times annually and has the following functions:
 - a. Oversee the financial accounting and reporting activities of the board and consolidation of any organization included in the board's financial statements;
 - b. Oversee the external audit function
 - c. Oversee the internal control system of PVNCCDSB
 - d. Oversee the internal audit function
 - e. Oversee PVNCCDSB's compliance monitoring systems
 - f. Oversee PVNCCDSB's risk management systems.

Acting as resource to the committee will be the External auditors and the Regional Internal Audit Team .

(i) Catholic Parent Engagement Committee: This advisory committee is to support , encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. The committee is comprised of 12 parents (two from each family of schools), one trustee for a one year term, 1 principal for a two year term, the Director of Education, the Board Chaplain, two community representatives, the OAPCE director (If applicable). The committee meets four times per year plus holds one regional meeting and one general meeting with all Catholic School Council chairs and Principals. The work of the committee is to:

- a. To develop strategies and initiatives that the Board and the Director of Education can use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.
- b. To advise the Board and the Director of Education on ways to use the strategies and initiatives referred to above.
- c. To communicate information from the Ministry, our Catholic School Councils, and parents of pupils of the Board.
- d. To work with our Catholic School Councils and, through the Director of Education, with employees of the Board to:
 - i. promote the goals of Catholic education,
 - ii. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - iii. identify and reduce barriers to parent engagement,
 - iv. help ensure that schools of the Board create a welcoming environment for parents of its pupils, and
 - v. develop skills and acquire knowledge that will assist the Parent Involvement Committee and Catholic School Councils of the Board with their work.
- e. To determine, in consultation with the Director of Education and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and the above clauses is to be used.

~~(h)~~ (i) Faith and Equity Committee. The Family Life and Religious Education Committee and the Equity Committee were amalgamated and will now be recognized as the Faith and Equity Committee. The Board shall appoint a Faith and Equity Committee that shall be composed of two elected trustees, the student trustee(s), a Student Council Liaison Committee representative, two O.E.C.T.A. representatives, two elementary teachers, one secondary teacher, the C.U.P.E. President, one C.U.P.E. member, one chaplaincy leader, one principal, one Society of St. Vincent de Paul representative, one vice-principal, two Catholic Parent Engagement Committee representatives, one Bishop's representative, ~~one VEYO representative~~, one representative from the Congregation of St. Joseph, one Catholic Women's League representative, one Knights of Columbus representative, one representative from —Development and Peace, and one Health Unit representative. The Committee will make recommendations to the Board regarding matters related to instruction in Religious Education, Family Life, and ongoing faith development, and will review educational resources referred to it by the Board and or board staff. It is the responsibility of the Committee to provide a discussion forum for all partners in Catholic education to collaboratively plan, review, and implement the catechetical mission of the Board; to

be aware of the initiatives in the board under the leadership of the Superintendent of Learning with responsibility for Faith Development and Religious/Family Life Education; to review annually the catechetical and faith development priorities of the Board and make recommendations to support these goals; and to review and make recommendations about additional resource materials to support the approved Religious Education and Family Life curriculum;

and to recommend to the Board regarding the implementation of the Ministry's Equity and Inclusive Education Strategy and related PVNCCDSB initiatives.

(i) First Nations, Metis, and Inuit Advisory Committee: The purpose of this advisory committee is to provide advice on the implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework document which addresses the objectives of improved Aboriginal student achievement, and the engagement of all students in increased understanding of Aboriginal histories, cultures, and perspectives. The committee is comprised of one trustee, two principals, elementary and secondary, two teachers elementary and secondary, parent representatives, a secondary student, two OECTA representatives, a CUPE representative, First Nation, Metis and Inuit Community Members, the Manager of Communications, the Indigenous Education Consultant, and the Superintendent of Schools with responsibility for Indigenous Education, and an Administrative Assistant. The committee meets two to three times per year to make recommendations to the board regarding matters related to the implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework which includes the goals of high levels of student achievement, reduced gaps in student achievement, and high levels of public confidence.

(j) Special Education Advisory Committee: This advisory committee of the board is to make recommendations to the board in respect of any matters affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board. The committee is established as follows: Membership (4 year term) as set out in Regulation 464/97:

1. (a) Subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;

(c) such number of members from among the Board's own members as is determined under subsection (4), as appointed by the Board;

(d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and

(f) one or more additional members appointed under subsection (5).

2. The Board shall not appoint more than 12 representatives under clause (1)

3. Where there are more than 12 local associations within the area of (cont'd.) jurisdiction of the Board, the Board shall select the 12 local associations that shall be

represented.

4. The number to be appointed by the Board under clause (1) (c) shall be the lesser of: (a) three; and (b) 25 per cent of the total number of members of the Board, rounded down to the nearest whole number (2 trustees, Chairperson of the Board ex-officio).

5. For the purposes of clause (1) (f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board.

6. A person is not qualified to be nominated or appointed to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

7. A person is not qualified to be nominated or appointed if the person is employed by the board.

8. A member of a special education advisory committee vacates his or her seat if he or she, (a) is convicted of an indictable offence; (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or (c) ceases to hold the qualifications to be appointed to the committee

The committee meets at least 10 times per year and has the responsibility to participate in the Board's annual review of its Special Education Plan, to participate in the Board's annual budget process as it relates to special education, to review the financial statements of the Board as they relate to special education, and to review Board policy as it relates to special education.

(k) Supervised Alternative Learning Committee: In accordance with Ontario Regulation 374/10, this ad-hoc committee is comprised of 1 trustee, the Superintendent of Schools with responsibility for Student Success, and an appointed community member. The mandate of this committee is to meet within 20 days of the receipt of a referral to the SAL Committee, to review and approve Supervised Alternative Learning Plans to provide pupils who have had significant difficulties with regular attendance at school with an alternative learning experience which enables the student to progress towards achieving his or her other educational and life goals. The SAL committee will review its decision when a request for reconsideration is received.

~~(h)~~(l) Suspension Appeal Committee. The Board shall appoint a Suspension Appeal Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools - Suspension, Expulsion, and Appeal, and will be comprised of three trustees. The Appeal Committee may confirm the suspension and the duration of the suspension; confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly; or quash the suspension and order that the record of the suspension be expunged, even if the suspension that is under appeal has already been served. A trustee will disqualify himself/herself and will not take part in the Hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the Hearing.

(j) (m) Expulsion Hearing Committee. The Board shall appoint an Expulsion Hearing Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools - Suspension, Expulsion, and Appeal, and will be comprised

of five trustees. The Expulsion Hearing Committee may:

- (i) not expel the student, confirm the twenty day suspension, shorten its duration, or withdraw it, and provide information about the right to appeal the suspension at this point;
- (ii) expel the student from his/her school and assign the student to another school; or
- (iii) expel the student from all schools of the Board and assign the student to a program for expelled pupils.

A trustee will disqualify himself/herself and will not take part in the Hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the Hearing.

3.11. Ad-hoc Committees.

The trustees may, from time to time, establish such ad-hoc committees as it deems necessary and shall determine their memberships, functions, scopes, and terms of reference.

3.12. Removal or Resignation from Committees.

- (a) A committee member may be removed at any time by the trustees upon an affirmative vote of a majority of all trustees.
- (b) A committee member may resign from any committee at any time by notice in writing to the chair of the committee.
- (c) A vacancy, however caused, on a committee, including the position of chair, shall be filled by election by the trustees at the earliest practicable time but, in any event, not later than the second meeting after the vacancy occurs.

3.13. Dissolution of Committees.

A committee shall be dissolved by Board motion upon the delivery of its final report to the Board.

3.14. Special Meetings of Committees.

Special meetings of committees may be called by the chair of the committee on his/her own responsibility at any time. The chair shall also convene a special meeting upon a written request signed by two committee members, specifying the object of the meeting, and presented to the committee chair.

3.15. Notice of Special Meetings.

The Secretary shall give notice of all special meetings of a committee to each of the committee members by sending a notice by e-mail or school courier, or a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

3.16. Accidental Omission.

The accidental omission to give notice of any meeting of a committee to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

3.17. Cancellation of Special Meetings of a Committee.

A special meeting of a committee may be cancelled:

- (a) in the case of a special meeting called by the chair, if the chair, in his or her sole discretion, deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the chair or Secretary upon a written request signed by two committee members, if the same two committee members give a further written request that such special meeting be cancelled.

3.18. Committee Chair.

The chair of a committee shall preside at each meeting of the committee and shall vote on all questions. In the absence of the chair, if a quorum is present, an acting chair shall be selected by the members of the committee present for the meeting only, or until the chair arrives, at which time the acting chair will relinquish the role back to the chair.

3.19. Committee Meetings - Place, Time, and Agenda.

- (a) Committee meetings will be held on a regular basis on the day and at the time decided by the members of the committee.
- (b) All committee meeting dates and locations will be arranged through the Director's office.
- (c) The Director will act as or appoint a resource official for each committee.
- (d) The composition of the agenda for each committee meeting shall be at the discretion of the committee chair, in consultation with the resource official.
- (e) The resource official shall be responsible for compiling the agenda and mailing it to the members of the committee at least two business days prior to the meeting. The resource official shall make available to the chair of the committee all documents, or copies thereof, pertinent to any upcoming meeting of the committee.
- (f) The time of calling meetings to order shall be decided by the committee members at the first meeting of the committee.

3.20. Committee Meetings - Procedure and Motions.

- (a) Robert's Rules of Order (Newly Revised, 11th Edition) shall be referenced when committee procedures require further clarification.
- (b) During meetings, committee members shall discuss items referred to them by the Board and bring back recommendations to the Board. Committees will not take action on an item outside their scope without first bringing it back to the Board.
- (c) Any trustees, if interested, may attend, move motions, and participate in debates at any meeting of any committee, but may vote only at meetings of the committees of which they are members.

3.21. Committee Meetings - Open to the Public.

Meetings of committees, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The committees retain the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a trustee or a member of a committee, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. (Section 207(1) and (2) Education Act)

3.22. Committee Meetings - Quorum.

- (a) A majority of the members of a committee shall constitute a quorum.
- (b) Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of committees, the meeting shall stand adjourned. The secretary of the meeting shall record the names of all committee members present at the time of adjournment.
- (c) Despite Section 4.15 but subject to Section 3.22(d), a committee member shall be physically present in the meeting room of the committee for at least three regular meetings of the committee in each 12-month period beginning December 1.
- (d) Despite Section 4.15, for the period beginning when a committee member is elected or appointed to fill a vacancy and ending on the following November 30, the committee member shall be physically present in the meeting room of the committee for at least one regular meeting of the committee for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

3.23. Committee Meeting Curfew.

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the committees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further

business is undertaken, a motion shall be passed to extend the curfew.

- (c) The period between the passing of the motion referred to in Section 3.23(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.
- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business shall be transacted during the meeting unless two-thirds of the members of the committee present give their consent.

3.24. Committee Reports.

- (a) If a committee report is oral, contains only statements of facts and opinions, and is only for the information of the trustees, it shall be presented to the trustees by the chair of the relevant committee.
- (b) The minutes of a committee meeting as distributed shall, in most cases, constitute the committee report. Trustees should seek background information regarding the committee report through questioning the members of the committee.
- (c) If a committee report is presented in an oral, written, or typed form, and requires action by the trustees for its disposal, a committee member or the committee chair shall make a motion to receive the report. This motion will require a seconder before the trustees shall take the responsibility for its disposal.
- (d) *Every trustee who knowingly signs a false report is guilty of an offence and on conviction is liable to a fine of not more than \$200. (Section 213(2) Education Act)*

PART IV- MEETINGS OF THE BOARD

4.1. Inaugural Board Meeting.

- (a) *The first meeting of the trustees shall be held not later than seven days after the day on which the term of office of the trustees commences following an election, 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. (Section 208(2) Education Act)*
- (b) *The Chief Executive Officer of the Board shall preside until a Chair is elected as per the procedure set out in Section 5.1, or if there is no Chief Executive Officer or in his or her absence, the trustees present shall designate who shall preside at the election of the Chair and if a trustee is so designated, he or she may vote at the election of the Chair. (Section 208(4) Education Act)*
- (c) At the appointed time, the Chief Executive Officer shall call the meeting to order and, in the case of newly-elected trustees, shall proceed to read the returns of the election to the trustees, as certified to him or her by the municipal clerks, whereupon the elected trustees shall take their places.

- (d) *The Secretary, or an authorized person for administering oaths, shall administer to all new trustees the declaration and oath as prescribed by Sections 209(1), (2), and (3) of the Act on or before the day fixed for holding the first meeting of the trustees after his or her election or appointment or on or before the day of the first meeting that the person attends. Any trustee who refuses to take the oath shall be deemed to have resigned from the position of trustee. Any elected trustee absent from the swearing-in ceremony shall be sworn in prior to assuming trustee duties. (Section 209(1), (2), and (3) Education Act)*
- (e) A motion, or motions, shall be passed naming the standing committee(s) that the trustees desire to retain from the previous year.

4.2. Annual Board Meetings.

At the first meeting in December of each year, other than immediately preceding an election, an annual meeting of the Board shall be held at which time,

- (a) *the Chief Executive Officer shall preside until the election of the Chair or, if there is no Chief Executive Officer, or in his or her absence, the trustees present shall designate who shall preside at the election of the Chair and if a trustee is so designated, he or she may vote at the election of the Chair; (Section 208(4) Education Act)*
- (b) A motion, or motions, shall be passed naming the standing committees and ad-hoc committees that the trustees desire to retain from the previous year. Any committee not retained shall be deemed to be dissolved; and
- (c) A motion, or motions, shall be passed regarding the continuation or dissolution of the School Board Advisory Committee, if such committee has been established, and, if the committee is to continue, naming the members of such committee.

4.3. Date, Hour, and Location of Regular Board Meetings.

Unless otherwise determined by special motion, a regular meeting of the Board shall be held on the fourth Tuesday of each month, (unless otherwise approved by the board and duly published at least one month in advance) commencing at 6:30p.m., at the head office of the Board, and if any such Tuesday falls on a statutory or civic holiday, such meeting shall be held commencing at the same hour on the following Tuesday.

4.4. Agenda.

A copy of the agenda for regular meetings of the Board shall be transmitted or mailed by the Secretary/Secretary-Treasurer to the address of each trustee at least two business days prior to the date of the meeting.

4.5. Special Meetings of the Board.

Special meetings of the Board may be called by the Chair on his/her own responsibility at any time, and in such other manner as the Board may determine. (Section 208(13))

Education Act) The Chair or, in his/her absence, the Secretary shall convene a special meeting upon a written request signed by two trustees, specifying the object of the meeting, and presented to the Secretary.

4.6. Notice of Special Meetings.

The Secretary/Secretary-Treasurer shall give notice of all special meetings of the Board to each of the trustees by sending a written notice by e-mail or school courier, and a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

4.7. Accidental Omission.

The accidental omission to give notice of any meeting of the Board to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

4.8. Cancellation of Special Meetings.

A special meeting of the Board may be cancelled:

- (a) in the case of a special meeting called by the Chair, if the Chair, in his or her sole discretion deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the Chair or Secretary upon a written request signed by two trustees, if the same two trustees give a further written request that such special meeting be cancelled.

4.9. Publicity of Board Meetings.

Meetings of the Board, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Board retains the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a trustee or a committee member, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. (Section 207(1) and (2) Education Act)

4.10. Robert's Rules of Order (Newly Revised, 11th Edition).

Robert's Rules of Order shall apply to meetings of the Board for any situation not covered herein. Any procedure set out herein shall have priority over any Robert's Rules of Order.

4.11. Absence of Chair.

Upon the absence of the Chair, the Vice-chair shall preside until the Chair arrives. Upon the absence of both the Chair and Vice-chair, if a quorum is present, the trustees present shall select a chair from among themselves to preside for that meeting. (Section 208(7))

and (9) Education Act) Should the Chair or Vice-chair arrive late, the acting chair shall at such time relinquish the role back to the Chair or Vice-chair as the case may be. The Chair may also participate electronically, as per section 4.15 below.

4.12. Absence of Secretary/Secretary-Treasurer.

Upon the absence of the Secretary/Secretary-Treasurer from any meeting, the Chair or the other trustees presiding may appoint any trustee or other person to act as secretary for that meeting. (Section 208(10) Education Act)

4.13. Expulsion from Board and/or Committee Meetings.

- (a) *The Chair, or the chair of a committee, as the case may be, may expel or exclude from any meeting, any person who has been guilty of improper conduct at the meeting. (Section 207(3) Education Act)*
- (b) *Every person who, with intent to prevent the discussion of any matter or the passing of any motion at a meeting of the trustees, or of a committee, disrupts or endeavours to disturb or interrupt the meeting after having been expelled or excluded from the meeting is guilty of an offence under the Act and on conviction is liable to a fine of not more than \$200. (Section 212(2) Education Act)*
- (c) *Every trustee who sits or votes at any meeting of the Board after becoming disqualified from sitting, is guilty of an offence and on conviction is liable to a fine of not more than \$200 for every meeting at which he or she so sits or votes. (Section 213(1) Education Act)*

4.14. Quorum for Board Meetings.

- (a) *The presence of a majority of all trustees is necessary to form a quorum. (Section 208(11) Education Act)*
- (b) *Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of the Board, the meeting shall stand adjourned. The Secretary shall record the names of all trustees present at the time of adjournment.*
- (c) *A majority vote of a quorum is necessary in order to bind the Board.*
- (d) *Despite Section 4.15 but subject to Section 4.14(e), a trustee shall be physically present in the meeting room of the Board meetings for at least three regular meetings of the Board in each 12-month period beginning December 1. (Section 229(1) Education Act; Section 1 Education Act, Reg. 463/97)*
- (e) *Despite Section 4.15, for the period beginning when a trustee is elected or appointed to fill a vacancy and ending on the following November 30, the trustee shall be physically present in the meeting room of the Board meetings for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30. (Section 229(2) Education Act)*

4.15. Electronic Board and/or Committee Meetings.

- (a) *Subject to the Act, a trustee or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting. (Section 1, Education Act, Reg. 463/97)*
- (b) *At the request of any trustee or committee member or student trustee, if any, the Board shall provide the trustee, committee member, or student trustee, as the case may be, with electronic means for participating in one or more meetings of the Board or of a committee. (Section 3(1.1) Education Act, Reg. 463/97)*
- (c) *The electronic means required by Section 4.15(b) shall permit the trustee or committee member or student trustee, as applicable, to hear and be heard by all other participants in the meeting. (Section 3(1.2) Education Act, Reg. 463/97)*
- (d) *The board or committee chairs may preside over meetings electronically if any of the following applies:*
 - a. *the distance from the chair's current residence to the meeting location is 200km or greater; or*
 - b. *Weather conditions do not allow the chair to travel to the meeting location safely; or*
 - c. *The chair cannot be physically present at a meeting due to health-related issues. (Regulation 463/97 amended)*
- (e) *No more than half of board or committee meetings in a 12-month period can be chaired electronically.*
- ~~(e)~~(f) *The board will establish a process to ensure the security and confidentiality of proceedings held during closed meetings, in particular where there is electronic participation.*
- ~~(d)~~(g) *No student trustee who is participating through electronic means may participate in any proceedings that are closed to the public. (Section 3(2) Education Act, Reg. 463/97)*
- ~~(e)~~(h) *The Board shall be permitted to refuse to provide a trustee or a committee member with electronic means of participation in a meeting of the Board or a meeting of a committee where to do so is necessary to ensure compliance with the Act and the Regulations. (Section 5(3) Education Act, Reg. 463/97)*
- ~~(f)~~(i) *The Board shall determine:*
 - ~~(i)~~ *whether electronic means should be provided at one or more locations within the area of jurisdiction of the Board, to permit participation by members of the public in meetings or classes of meetings;*
 - ~~(ii)~~(i) *the extent and manner of participation by members of the public; and*
 - ~~(iii)~~(ii) *how to ensure that members of the public do not participate in any proceedings that are closed to the public. (Section 4(2)-(3) Education Act, Reg.*

463/97

~~(g)~~(i) At every meeting of Board, the following persons must be physically present in the meeting room of the Board:

~~(i) The Chair or his or her designate;~~

~~(ii)~~(i) At least one additional trustee; and

~~(iii)~~(ii) The Director of Education of the Board or his or her designate. **(Section 5(1) Education Act, Reg. 463/97)**

~~(h)~~(k) At every meeting of a committee, the following persons must be physically present in the meeting room of the committee:

~~(i) The chair of the committee or his or her designate; and~~

~~(ii)~~(i) The Director of Education of the Board or his or her designate. **(Section 5(2) Education Act, Reg. 463/97)**

~~(iii)~~(ii) Unless a meeting is closed to the public, the meeting room of the Board or of a committee shall be open to permit physical attendance by members of the public at every meeting of the Board or the committee, -as the case may be. **(Section 6(1)-(3) Education Act, Reg. 463/97)**

4.16. Motions and Debates at Board and/or Committee Meetings.

- (a) Except where the Board or a committee is sitting in-camera, no debate shall occur until a motion is made, seconded, and stated by the Chair or chair of the committee, as the case may be.
- (b) Any trustee or committee member, prior to speaking, shall address the Chair or committee chair and be recognized. Subject matter of the remarks of trustees or committee members shall be confined to the question under debate.
- (c) The trustee or committee member who moves a motion shall be accorded the privilege of opening debate. Each trustee or committee member shall be allowed an opportunity to speak to the motion, for a time limit not to exceed three minutes, at which time the Chair or committee chair may indicate the expiration of the time limit. Upon request, a trustee or committee member may be granted an extension to the time limit at the discretion of the trustees present or the committee members present. When all trustees or committee members who appear desirous of speaking to the motion have spoken, the Chair or committee chair shall ask if any trustee or committee member who has not spoken wishes to speak. Following completion of debate by other trustees or committee members, the Chair or committee chair shall ask the trustee or committee member who moved the motion to close debate, by summing up, if he or she wishes to do so. The question shall then be put to a vote. During debate, any trustee or committee member may ask a question for clarification or to have the motion read.
- (d) Exceptions where a trustee or committee member may be recognized by the Chair or committee chair, to move a motion pertinent to the question under debate, prior to or

after such trustee or committee member has spoken to the motion, shall be:

- (i) to adjourn;
- (ii) question of privilege;
- (iii) point of order;
- (iv) to withdraw the motion;
- (v) objection to consideration;
- (vi) to table;
- (vii) to postpone;
- (viii) to refer; and
- (ix) to amend.

The above-mentioned motions are in order as to precedence.

- (e) A trustee or committee member, while speaking, shall not be interrupted by another trustee or committee member, other than the Chair or committee chair, except on a point of order.
- (f) If the Chair or committee chair vacates the chair for the purpose of participating in debate, he/she shall request the Vice-chair or committee vice-chair or, in his/her absence, another trustee or committee member to take the chair. The appointed trustee or committee member shall preside until the motion under debate has been voted on.
- (g) Should the chair of a committee be absent from a meeting of the Board at which any matter is referred to his/her committee for consideration, the Director shall notify the chair of the committee in question.
- (h) If a motion is made introducing any new matter, of which no notice has been given at any previous meeting, any trustee or committee member may demand that notice be given. In this case, the motion will stand as a "notice of motion" for the next meeting.
- (i) The Chairperson of the committee, in consultation with the committee members, has the discretion to allow some deviation from strict adherence to the rules of order to facilitate the smooth flow of business.

4.17. Voting at Board and/or Committee Meetings.

- (a) Each trustee and committee member may vote once on any motion and a vote may not be changed after being counted. The Chair or committee chair, as the case may be, shall ensure that a clear indication of each trustee's or committee member's vote is obtained.

- (b) When a question under consideration contains several propositions, each proposition shall be voted on separately if requested by a trustee or committee member.
- (c) On any motion before the Board or a committee, the Chair or committee chair shall, upon request, call the vote, announce the number for the motion, the number against, the number abstained, the number absent, and shall declare the motion carried or defeated.
- (d) Any trustee or committee member may call for a recorded vote on a motion, in which case a record shall be entered into the minutes of the names of those trustees voting in the affirmative, those voting in the negative, and those abstaining.
- (e) Any trustee or committee member may call for a ballot or standing vote on any motion.
- (f) *Any motion on which there is a equality of votes is lost. (Section 208(12) Education Act)*

4.18. Curfew.

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the trustees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further business is undertaken, a motion shall be passed to extend the curfew.
- (c) The period between the passing of the motion referred to in Section 4.19(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.
- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business shall be transacted during the meeting unless two-thirds of the trustees present give their consent.

4.19. Delegations at Board and/or Committee Meetings.

- (a) Any delegation may request to address or ask questions of the Board or a committee at a Board meeting or committee meeting, as the case may be, that is open to the public.
- (b) The delegation must provide the request in writing to the Director or to the Chair or the chair of the committee, as the case may be, at least eight business days prior to the next regular meeting of the Board or the committee at which the delegation may be heard.
- (c) The request shall contain the topic to be discussed and/or the questions to be asked and the identity of the delegation.
- (d) Copies of the request shall be provided to the Board or committee, as the case may be, at the same time as the agenda is distributed.

- (e) The presentation by the delegation will be limited to fifteen minutes with a five-minute question period following. Amendments as to the length of time are at the discretion of the Chair or the chair of the committee, as applicable.
- (f) Following the presentation by the delegation, questions of clarification only will be allowed by the Chair or the chair of the committee, as applicable.
- (g) In-camera procedure shall apply to meetings involving delegations of an in-camera nature.
- (h) The delegation shall be notified by the Secretary/Secretary-Treasurer of the date, time, and location of the meeting at which the presentation may be made.
- (i) A delegation may make only one oral presentation before the Board, on any specific topic, during any six month period.
- (j) A delegation that changes its spokesperson or representatives and requests permission to make a subsequent oral presentation relative to a matter that has been previously presented to the Board shall be considered as the original delegation.
- (k) The trustees retain discretion to decide all matters concerning delegations.
- (l) A written response shall be sent to the delegation spokesperson as soon as possible after the Board has reached a decision on the matter in question.

4.20. Order of Business at Board Meetings.

The order of business at a Board meeting shall be as follows:

A. Call to Order of the Open Meeting:

1. Opening Prayer
2. Acknowledgement of Traditional Lands and Singing of the National Anthem
3. Approval of Agenda
4. Declarations of Conflicts of Interest
5. Approval of the Minutes of the previous Regular Meeting
6. Business Arising Out of the Minutes

B. Reports from the Director of Education and Students Trustee(s)

C. Presentations

D. Programs and Services

E. Business, Finance and Governance

F. Human Resources

G. Policy Development

H. Old Business

I. New Business

J. Bring Forward

K. Information Items:

1. Chairperson's Report
2. Trustees' Committee Reports
3. Highlights of System Achievements

L. Future Meetings

M. Conclusion:

1. Report from the In-camera Meeting
2. Closing Prayer
3. Adjournment

PART V- CHAIR AND VICE-CHAIR

5.1. Chair.

The Chair of the Board meetings (the "Chair") shall be elected at each Inaugural/Annual Meeting of the Board as follows:

- (a) The Board shall appoint two individuals, who shall not be trustees, as tellers to distribute, collect, and count the ballots. The tellers shall also report the results of votes on a blackboard/whiteboard, as set out below.
- (b) Ballots shall be distributed and each trustee shall be asked to nominate one trustee as a candidate for the position of Chair.
- (c) After collecting the ballots, one teller shall list, alphabetically, on a blackboard/whiteboard, the names of the candidates nominated.
- (d) The Acting Chair 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/whiteboard.
- (e) If only one candidate announces the intention to stand, the Acting Chair shall announce that person as the Chair for the current year.
- (f) If more than one candidate announces the intention to stand for the office of Chair, an election shall be conducted.
- (g) The tellers shall distribute ballots, one to each trustee. Each trustee may vote for one candidate only.
- (h) The following ballots shall be declared spoiled: (i) ballots listing the names of more than one candidate; (ii) ballots containing no name; (iii) ballots containing an illegible name; and (iv) two ballots folded together and each containing a name.

- (i) The Acting Chair shall ask if all trustees have had an opportunity to vote. If a positive reply is received, the Acting Chair shall ask the tellers to collect, count, and report the vote. When a candidate receives an overall majority on any vote of the votes cast, the candidate shall be declared elected. On any vote where no candidate receives an overall majority of votes cast, the teller shall remove from the blackboard / whiteboard the name of the candidate with the least number of votes.
- (j) Voting shall proceed pursuant to the procedures set out in Sections 5.1(g), (h), and until such time as a single name remains.
- (k) *In the case of an equality of votes, the candidates shall draw lots to fill the position of Chair. (Section 208(8) Education Act)*
- (l) The Acting Chair shall announce the candidate elected as Chair for the current year and ask such person to assume the role of Chair.

5.2. Vice-chair.

The Chair shall conduct the election of a Vice-chair (the "Vice-chair") in the manner set out in Section 5.1 for the election of the Chair.

5.3. Term.

The term of Chair and Vice-chair shall be one year. (Section 208(5) Education Act)

5.4. Signing Authority.

Following an election for a Chair and/or Vice-chair, where there has been a change in the Chair and/or Vice-chair, a motion shall be held providing the newly- elected Chair and/or Vice-chair, as the case may be, with signing authority for and on behalf of the Board.

5.5. Role of Chair and Vice-chair on Committees.

The Chair shall be, ex officio, a member of all committees. As such member of the committees, the Chair will have the right to vote, move motions, and participate in debates, but will not count for quorum. In the absence of the Chair, the Vice-chair shall be an ex officio member at meetings of committees where the Vice-chair is not a member of that particular committee.

5.6. Voting Right of the Chair.

The Chair, or the presiding trustee at a meeting of the Board, except where he or she is the Chief Executive Officer and is not a trustee, may vote with the other trustees upon all motions. (Section 208(12) Education Act.

5.7. Duties of the Board Chair.

In addition to any other duties under the Act, the Chair of the Board shall:

- (a) *Preside over meetings of the Board;*
- (b) *Conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;*
- (c) *Establish agendas for Board meetings, in consultation with the Board's Director of Education or the supervisory officer acting as the Board's Director of Education;*
- (d) *Ensure that members of the Board have the information needed for informed discussion of the agenda items;*
- (e) *Act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;*
- (f) *Convey the views and decisions of the Board to the Board's Director of Education or the supervisory officer acting as the Board's Director of Education;*
- (g) *Provide leadership to the Board in maintaining the Board's focus on the multi-year plans;*
- (h) *Provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and*
- (i) *Assume such other responsibilities as may be specified by the Board.*

Education Act, Section 218.4

5.8. Duties of the Vice-chair.

The Vice-chair shall, in addition to those duties assigned under provincial legislation:

- (a) in the absence of the Chair or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, the By-laws, or regulation; and
- (b) perform such other duties as may be prescribed by the Board from time to time.

5.9. Vacancy.

At the first meeting after a vacancy occurs in the office of Chair or Vice-chair, the trustees shall elect one of themselves as Chair or Vice-chair, as the case may be, in the manner set out in Section 5.1, and such newly-elected Chair or Vice-chair shall preside in such role until the next Inaugural/Annual Meeting of the Board. (Section 208(5) Education Act)

PART VI- INSURANCE

6.1. Insurance.

Subject to applicable law, the Board may purchase and maintain such insurance for the benefit of its trustees and officers as the Board may, from time to time, determine. (Section 171(1.46) Education Act)

PART VII- OFFICERS

7.1. Election and Appointment.

The Board shall, at each Inaugural/Annual Meeting of the Board, and more often as may be required:

- (a) *elect the Chair and Vice-chair, as per Part V herein; and (Section 208(5) and (7) Education Act)*
- (b) *appoint a Secretary and a Treasurer, or a Secretary-Treasurer who, if the Board does not have more than five elected trustees, may be a trustee. (Section 170(1.1) Education Act)*

A trustee may be appointed to any office of the Board but, subject to section 291 of the *Corporations Act* (Ontario), none of the said officers except the Chief Executive Officer and the Chair, if applicable, need be a trustee. Two or more of the aforesaid offices may be held by the same person. The trustees may, from time to time, appoint such other officers and agents as they shall deem necessary who shall have such authority and shall perform such duties as may, from time to time, be prescribed by the Board.

7.2. Remuneration and Removal.

The Officers who also serve as trustees shall serve as trustees and officers without remuneration provided that such person may be paid reasonable expenses incurred through the performance of duties as set out in Section 3.7 herein. The remuneration of all officers elected or appointed by the Board who do not also serve as trustees shall be determined from time to time by motion of the Board. All officers, in the absence of agreement to the contrary, shall be subject to removal by motion of the Board at any time, with or without cause. (Section 171(1.3) Education Act)

7.3. Powers and Duties.

All officers shall sign such contracts, documents, or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective office and such other powers and duties respectively as may, from time to time, be assigned to them by the Board.

7.4. Duties May be Delegated.

In case of the absence or inability to act of any officer or for any other reason that the Board may deem sufficient, the Board may delegate all or any of the powers of any such officer to any other officer or to any trustee for the time being.

7.5. Secretary.

The Secretary shall be responsible for:

- (a) *keeping a full and correct record of the proceedings of every meeting of the Board and committees in the minute book provided for that purpose by the Board and ensuring that the minutes when confirmed are signed by the Chair or committee chair or presiding trustee or committee member;*
- (b) *transmitting to the Ministry copies of reports requested by the Ministry;*
- (c) *giving notice of all meetings of the Board to each of the trustees by sending an e-mail and/or written notice to his or her residence, along with the agenda for the upcoming meeting; (Section 198(1) Education Act)*
- (d) *giving notice of a special meeting of a committee to each of the committee members by sending an e-mail and/or written notice to his or her residence, along with the agenda for the upcoming meeting;*
- (e) *calling a special meeting of the Board on the request in writing of the majority of the trustees; (Section 198(1) Education Act)*
- (f) *having charge of the documents and registers referred to in section 300 of the Corporations Act (Ontario); [NTD: The Corporations Act specifies that the corporation shall keep these books and records.] and*
- (g) *performing such other duties as may be required by the Act, the Regulations, the Corporations Act (Ontario), or the Board. (Section 198(1) Education Act)*

7.6. Treasurer.

(a) The Treasurer shall be responsible for:

- (i) *receiving and accounting for all money of the Board;*
- (ii) *opening an account or accounts in the name of the Board in such place of deposit as may be approved by the Board;*
- (iii) *depositing all money received by the Treasurer on account of the Board, and no other money, to the credit of such account or accounts;*

- (iv) *disbursing all money as directed by the Board;*
 - (v) *producing, when required by the Board or by auditors or other competent authority, all papers and money in the Treasurer's possession, power, or control belonging to the Board; and*
(Section 198(5) Education Act)
 - (vi) *keeping or causing to be kept the books of account and accounting records referred to in section 302 of the Corporations Act (Ontario). [NTD: The Corporations Act specifies that the corporation shall keep these books and records.]*
- (b) *The Treasurer shall give to the Board a bond of an insurer licensed under the Insurance Act (Ontario) to write surety and fidelity insurance for the faithful performance of the Treasurer's duties as the trustees in their discretion may require. If the trustees refuse or neglect to take proper security from the Treasurer or other person to whom they entrust money of the Board and any of the money is forfeited or lost in consequence of the refusal or neglect, every trustee shall be personally liable for such money, but no trustee is liable if the trustee proves that he or she made reasonable efforts to procure the taking of the security. (Section 198(2),(3), and (4) Education Act)*
 - (c) *Every year, the Treasurer shall prepare the financial statements of the Board by the date prescribed under the Act and, on receiving the auditor's report on the financial statements, shall promptly give the Ministry two copies of the financial statements and the auditor's report. (Section 252(1) Education Act)*
 - (d) *Within one month after receiving the auditor's report on the Board's financial statements, the Treasurer shall:*
 - (i) *publish the financial statements and the auditor's report, in the form the Minister may prescribe, on the Board's website*
 - (ii) *mail or deliver a copy of the financial statements and auditor's report, in the form the Minister may prescribe, to each of the Board's supporters; or*
 - (iii) *otherwise make the information in the financial statements and auditor's report available to the public, to the extent and in the manner directed by the Minister. (Section 252(2) Education Act)*

7.7. Vacancies.

If the office of any officer shall be or becomes vacant by reason of death, resignation, disqualification, or otherwise, the trustees shall, in the case of the Chief Executive Officer and the Chair, elect from among themselves a person to fill such vacancy and, in the case of any other office, appoint a person to fill such vacancy.

PART VIII- EXECUTION OF DOCUMENTS

8.1. Signing Authorities.

All deeds, conveyances, mortgages, bonds, debentures, agreements, and other documents approved by the Board shall be sealed with the seal of the Board and signed by two of:

- (a) the Chair or Vice-chair, as appropriate;
- (b) the Director of Education/Secretary-Treasurer or the Superintendent of Business and Finance, as appropriate

In addition, the Board may, from time to time, direct the manner in which, and the person or persons by whom, any particular instrument or class of instruments may or shall be signed.

8.2. Seal.

The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Board.

8.3. Affixing Corporate Seal.

The seal of the Board shall be in custody of the Superintendent of Business and Finance and any signing officer may affix the corporate seal to any instrument.

8.4. Seal Register.

A log book will be kept, recording the name of the person who used the seal, the date, and the type of document.

8.5. Minutes.

The Chair or other presiding trustee and the Secretary/Secretary-Treasurer shall sign the minutes of all Board meetings.

8.6. By-laws.

Every by-law of the Board, upon adoption, shall be signed by the Chair or the chair of the meeting at which it is adopted, and by the Secretary/Secretary-Treasurer.

8.7. Certification of Documents.

Any signing officer may certify a copy of any instrument, motion, by-law, or other document of the Board to be a true copy thereof.

8.8. Execution Not Under Seal.

Documents covering matters not required to be executed under the seal of the Board may be signed by the Secretary/Secretary-Treasurer.

8.9. Cheques, Drafts, Notes, etc.

- (a) All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers, or by such person or persons, whether or not officers, and in such manner, as the Board may, from time to time, designate.
- (b) *The signature of the Treasurer/Secretary-Treasurer and of any other person authorized to sign cheques issued by the Treasurer/Secretary-Treasurer may be written or engraved, lithographed, printed, or otherwise mechanically reproduced on cheques. (Section 171(1.16) Education Act)*

8.10. Inspection of Books and Accounts.

Any person may, at all reasonable hours, at the head office of the Board, inspect the minute book, the audited annual financial report, and the current accounts of the Board, and, upon the written request of any person and upon the payment to the Board at the rate of 25 cents for every 100 words or at such lower rate as the Board may fix, the Secretary/Secretary-Treasurer shall furnish copies of them or extracts there from certified under the Secretary's/Secretary-Treasurer's hand. (Section 207(4) Education Act)

PART IX- CONFLICT OF INTEREST GUIDELINES

9.1. Indirect Pecuniary Interest.

- (a) *Where a trustee or committee member, either on his or her own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Board meeting or committee meeting at which the matter is the subject of consideration, the trustee or committee member;*
 - (i) *shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;*
 - (ii) *shall not take part in the discussion of, or vote on any question in respect of the matter; and*
 - (iii) *shall not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.*
(Section 5(1) Municipal Conflict of Interest Act)
- (b) *Where the meeting referred to in Section 9.1 (a) is not open to the public, in addition to*

complying with the requirements of that Section, the trustee or committee member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. **(Section 5(2) Municipal Conflict of Interest Act)**

- (c) *Where the interest of a trustee or committee member has not been disclosed as required by Section 9.1(a) by reason of the trustee's or committee member's absence from the meeting referred to therein, the trustee or committee member shall disclose the interest and otherwise comply with Section 9.1 (a) at the first meeting of the Board or committee attended by the trustee or committee member after the meeting referred to in Section 9.1 (a). **(Section 5(3) Municipal Conflict of Interest Act)***
- (d) *Every declaration of interest and the general nature thereof shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Secretary or the secretary of the committee meeting, as the case may be. **(Section 6(1) Municipal Conflict of Interest Act)***
- (e) *Every declaration of interest, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. **(Section 6(2) Municipal Conflict of Interest Act)***
- (f) *Where the number of trustees or committee members who, by reason of the provisions of the Municipal Conflict of Interest Act (Ontario), are disabled from participating in a meeting is such that, at that meeting the remaining trustees or committee members are not of sufficient number to constitute a quorum, then, despite any other law, the remaining number of trustees or committee members shall be deemed to constitute a quorum, provided such number is not less than two. If the number is less than two, the relevant provisions under the Municipal Conflict of Interest Act (Ontario) shall be followed. **(Section 7(1) Municipal Conflict of Interest Act)***
- (g) *Subject to the exceptions set out in the Municipal Conflict of Interest Act (Ontario), a trustee or committee member has an indirect pecuniary interest in any matter in which the trustees are concerned if,*
 - (i) *the trustee or committee member or his or her nominee,*
 - (A) *is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,*
 - (B) *has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public; or*
 - (C) *is a member of a body,**that has a pecuniary interest in the matter; or*
 - (ii) *the trustee or committee member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. **(Section 2 Municipal Conflict of Interest Act)***

- (iii) *For greater certainty, the direct or indirect pecuniary interest of the parent, spouse, same-sex partner, or child of a trustee is deemed under the Municipal Conflict of Interest Act (Ontario) to be a pecuniary interest of the trustee. (Section 3 Municipal Conflict of Interest Act)*

PART X- EXPENDITURES

10.1. Investment Powers.

The trustees may:

- (a) *in accordance with the Act and subject to any Regulations, invest in securities any money of the Board that is in the Board's general fund, capital fund, or reserve funds and that is not immediately required by the Board;*
- (b) *advance money from the Board's general fund or reserve funds that is not immediately required by the Board, to the Board's capital fund as interim financing of capital undertakings of the Board;*
- (c) *combine money held in the Board's general fund, capital fund, and reserve funds and, subject to Section 10.3, deal with the money in accordance with Section 10.1(a); and*
- (d) *despite the provisions of any legislation, borrow, for any purpose for which the Board has authority to spend money, any money in any fund established by the Board that is not immediately required by the Board for the purposes of the fund. (Section 241(1) Education Act)*

10.2. Report on Borrowings.

At the first meeting of the Board after a regular election, the Treasurer/Secretary-Treasurer shall report to the Board on all borrowings under Section 10.1(d). (Section 241(5) Education Act)

10.3. Debts.

The Board shall not incur a debt, financial obligation, or liability that would cause the Board to exceed a limit prescribed by the Minister under the Regulations unless it first obtains the approval of the Minister. (Section 242(2) Education Act)

10.4. Current Borrowing.

Despite the provisions of any legislation, the Board may by motion authorize the Treasurer/Secretary-Treasurer and the Chair or Vice-chair to borrow, from time to time, the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received. (Section 243(1) Education Act)

10.5. Debt Charges.

The Board may borrow the sums that the trustees consider necessary to meet debt charges payable by the Board in any fiscal year until the current revenue has been received.
(Section 243(2) Education Act)

10.6. Limit.

The amounts the Board may borrow at any one time for the purposes mentioned in Sections 10.4 and 10.5, together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unreceived balance of the estimated revenues of the Board, as set out in the estimates adopted for the fiscal year.
(Section 243(3) Education Act)

PART XI- BY-LAW AMENDMENT

11.1. By-law Amendment.

These By-laws may be amended at any regular meeting or special meeting of the Board by a two-thirds (2/3) vote of the trustees present at such meeting and entitled to vote, provided that such amendment has been presented as a notice of motion at the previous regular meeting of the Board.

PART XII- EDUCATION ACT REVISIONS

12.1. Education Act Revisions.

Where wording in the Education Act is revised, the revised legislation will be relied upon in place of the Board By-laws.

PART XIII- EFFECTIVE DATE

13.1. Effective Date.

These By-laws shall come into force without further formality upon their enactment.

13.2. Repeal.

The previous By-laws of the Board regarding Committee Procedures, Board Meetings, Organization of Board, and Committee Reports, 15th day of December, 2011, are repealed. Such repeal shall not affect the previous operation of any by-law or affect the validity of any act done or right or privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any letters patent (as defined in the *Corporations Act* (Ontario) or predecessor charter documents of the Board obtained pursuant to any such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of

these By-laws and all motions of the Board with continuing effect passed under any repealed by-law shall continue good and valid except to the extent inconsistent with these By-laws and until amended or repealed.

WITNESS the corporate seal of the Board.

ENACTED by the Board this 28th day of March, 2017

X

Michelle Griepsma, Chairperson

X

Michael Nasello, Secretary-Treasurer