



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Board and Community

- **Board and Committees**

**Policy: ANNUAL MEETINGS AND COMMITTEES
OF THE BOARD**

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1. Board Meetings – Annual

The Board shall hold an annual meeting. Following the municipal election, the Board shall hold an inaugural meeting, and in the second, third, and fourth terms of office, the Board shall hold an organizational meeting. The Board shall hold the annual meeting at 7:00 p.m. on the first Thursday in December with the Director of Education and Secretary of the Board presiding until the election of a Chairperson.

1.1 The Education Act, Sections 208 and 209, delineates certain procedures to be followed at the first meeting in December of each year of a board of education as follows:

1.1.1 the meeting shall be called in accordance with Section 208(2) of the Act,

1.1.2 Declarations of Office for all newly elected trustees must be completed and be on file,

1.1.3 Oaths of Allegiance for all newly elected trustees may be completed and be on file, and

1.1.4 the chief executive officer shall preside until the Chairperson has been chosen.

1.2 At the annual meeting, the Board shall elect a Chairperson using the following procedure:

1.2.1 nominations for the position of Chairperson will be from the floor;

1.2.2 nominations will be asked for three times following receipt of nominations and they then will be closed;

1.2.3 any trustee so nominated who wishes to decline nomination will advise accordingly at that time;

1.2.4 those nominated for Chairperson will be given an opportunity to speak prior to the ballot but subsequent to their nomination;

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- 1.2.5 ballots will be completed by trustees, identifying a trustee for election of Chairperson;
- 1.2.6 ballots will be folded and passed to the Director of Education and Secretary of the Board and the Executive Assistant to the Director of Education and Recording Secretary of the Board, and if the ballot results in a clear majority for a trustee (over fifty percent [50%] of those present) the trustee will be declared elected Chairperson, however if no trustee has a clear majority, the name of the person receiving the least number of votes will be omitted;
- 1.2.7 in the event of an equality of votes, lots will be drawn;
- 1.2.8 balloting will continue on the remaining names of this same plan until a Chairperson with a clear majority vote of the Board is elected;
- 1.2.9 the Director of Education and Secretary of the Board and the Executive Assistant to the Director of Education and Recording Secretary to the Board will act as scrutineers; and
- 1.2.10 the ballots will be destroyed after the annual meeting.

As soon as the new Chairperson has been elected, the Chairperson will assume the Chair and preside for the election of the Vice-chairperson using the same procedure outlined in Section 1.2.

- 1.3 The Board shall elect a Vice-chairperson.
- 1.4 The Board shall appoint a trustee or trustees to membership on the Board's Striking Committee.
- 1.5 The Board shall appoint trustees to membership on the Board's Expulsion Committee.
- 1.6 The Board shall, at its inaugural/organizational meeting, re-affirm the signing officers of the Board.
- 1.7 The Board shall approve interim financing arrangements, as required.
- 1.8 The Board shall confirm Board meeting dates for the year.

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The Director of Education and Secretary of the Board, or designate, is authorized to appoint legal counsel when needed.

2. Committees of the Board

2.1 Committee Structure

Each of the committees listed below will have at least the number of trustees listed in brackets as committee members. The Chairperson of the Board and the Vice-chairperson of the Board, without being named, shall be voting members of all committees except for legislated or contractual committees of the Board (IEAC, Audit, Expulsion, First Nations Education Services Agreement, Parent Involvement, SEAC and SAL). A member of administration shall act as resource person on all Board committees.

2.1.1 Ad Hoc Committees

The Board may designate an ad hoc committee to consider a specific issue. The terms and conditions, composition, and timelines shall be approved by the Board. When the final report of such a committee has been submitted to the Board the committee will normally be dissolved.

2.1.2 Advisory Committees

The Board shall annually establish special committees, as follows:

2.1.2.1 Indigenous Education Advisory Committee (IEAC) (1),

2.1.2.2 Chairpersons' Committee (5)
(Board Chairperson, Vice-chairperson, Past Chairperson, Chairperson of the Program Review Committee, and Chairperson of the Resource Committee)
(where a trustee holds more than one of the above positions, an alternate shall be selected by the Board),

2.1.2.3 Employee Recognition Committee (2)
(one of whom will be the Past Chairperson of the Board or designate who will Chair and act as emcee at the event),

2.1.2.4 Special Education Advisory Committee (SEAC) (2+1),

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2.1.2.5 Striking Committee (4)
(Board Chairperson, Vice-chairperson, Past Chairperson, and one additional trustee),

2.1.2.6 Supervised Alternative Learning Committee (SAL) (2),

2.1.2.7 Suspension Committee (3),

2.1.2.8 Expulsion Committee (5 + 1 alternate),

2.1.2.9 Trustee Development Committee (3)
(Board Chairperson, Vice-chairperson and Past Chairperson),

2.1.2.10 Parent Involvement Committee (1),

2.1.2.11 Audit Committee (3)

Three trustees are appointed by the Board and two non-trustees are approved by the Board. The term of office is the same as that of the Board that takes office following the next regular municipal election.

2.1.3 Standing Committees

The Board shall annually establish standing committees, as follows:

2.1.3.1 Program Review Committee (5),

2.1.3.2 Resource Committee (5).

2.1.4 Community Committee Appointments

The Board shall annually appoint a trustee to community committees, as follows:

2.1.4.1 Community Training and Development Committee (1)

2.1.4.2 Kenner Collegiate Vocational Institute Foundation (1).

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2.1.5 Staff Committees

The Board shall annually appoint trustees to staff committees, as follows:

2.1.5.1 Equity, Diversity and Inclusion Committee (2)

2.1.5.2 Real Estate Disposal Committee (1).

2.1.6 Committee of the Whole Board

The Board may establish committees of the whole to consider specific issues that require full Board consideration. All trustees shall be members and shall have the right to initiate motions and vote. The Board Chairperson, or designate, shall preside at the open session meetings, and the Vice-chairperson, or designate, at in-camera sessions.

2.1.7 Budget Committee of the Whole

The Board shall establish a Committee of the Whole Budget Committee, consisting of the entire Board, which is to be chaired by the Vice-chairperson of the Board in open session committee meetings, and chaired by a position chosen by the committee in the in-camera sessions.

2.1.8 Statutory Committees

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

2.1.9 First Nations Education Services Agreement Committee (1)

The committee meets quarterly and reports to the Board through the First Nations trustee.

2.2 Committee Functions for Pre-determined Committees

Note: Although it is intended that the responsibilities of various committees should constitute a cohesive unit, responsibilities may be shifted from one committee to another by the mutual agreement of the committees and of the Chairperson of the Board. In its role as a governance body it is recognized that the main function of these standing Board committees is monitoring implementation of Board decisions not administering policy.

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Committees will provide trustees with an opportunity to more deeply understand a cross section of educational issues. Agenda items must be selected because they provide accountability of administration to the Board, not as micro-management of administrative functions.

2.2.1 Chairpersons' Committee

The Chairpersons' Committee consists of the Board Chairperson, Vice-chairperson, Past Chairperson, Chairperson of the Program Review Committee, and Chairperson of the Resource Committee. The Chairperson of the Board acts as the Chairperson of the Chairpersons' Committee. In the case where the Past Chairperson is Chairperson of either the Program Review Committee or the Resource Committee, another trustee will be appointed to the Chairpersons' Committee by the respective committee. The committee will meet during alternate months September to June or otherwise at the call of the Chairperson.

The Committee

- 2.2.1.1 reviews reports and recommendations of the Director of Education, or designate;
- 2.2.1.2 discusses issues of a personal nature affecting individual trustees or the Board generally and in the case of an issue involving a specific trustee, that trustee shall be notified and invited to attend the meeting; however in matters involving direct litigation between the Board and a trustee, that trustee may be excluded from the meeting;
- 2.2.1.3 is responsible, with the Director of Education, for the recruitment and selection of supervisory officers and establishing contracts, terms and conditions, and renewals for personal services;
- 2.2.1.4 conducts the performance review of the Director of Education;
- 2.2.1.5 reviews and develops appropriate policy as necessary for recommendation to the Board;

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- 2.2.1.6 provides for an information exchange between standing Committee Chairpersons, the Chairperson, the Vice-chairperson, the Past Chairperson and the Director of Education;
- 2.2.1.7 makes recommendations to Board on such matters as the Chairperson considers complementary to the effective operation of the Board;
- 2.2.1.8 makes recommendations to the Board on such issues not specifically within the mandate of other committees; and
- 2.2.1.9 deals with such other matters as may be referred to the committee by the Board.

2.2.2 Program Review Committee

The Program Review Committee consists of five trustees, plus the Chairperson and Vice-chairperson of the Board (ex officio, and count as quorum). The committee members should elect one chairperson for both open and in-camera meetings each year in accordance with this policy. In order to enable responsibility to be shared amongst Board members, the Chairperson of the Program Review Committee will not Chair the Resource Committee. Committee meetings should be less than two hours in length and meet monthly from September to June.

The Committee

- 2.2.2.1 advises the Board on all matters of education policy including school programs, financial implications of same, student activities and welfare;
- 2.2.2.2 monitors administration's effective implementation and ensures evaluation of education programs offered across the district;
- 2.2.2.3 monitors student achievement through the use of qualitative and quantitative measures with a focus on improving student achievement;
- 2.2.2.4 reviews progress on the objectives in the Board's Areas of Emphasis that affect curriculum and/or instruction;

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- 2.2.2.5 provides information on specific human resources issues directly affecting delivery of program (e.g. professional development of administrators, resource team model efficiency, technology, supporting aspiring administrators);
- 2.2.2.6 reviews school year calendar for submission to Board for approval for submission to Ministry of Education for approval;
- 2.2.2.7 reviews and develops appropriate policy as necessary for recommendation to the Board;
- 2.2.2.8 considers any matter affecting the Educational Services operation of the Board which in the opinion of the Committee Chairperson, or the Director of Education, or Superintendent of Teaching and Learning, or Superintendents of Student Achievement should be considered by the committee; and
- 2.2.2.9 deals with such other matters as may be referred to the committee by the Board.

2.2.3 Resource Committee

The Resource Committee consists of five trustees plus the Chairperson and Vice-chairperson of the Board (ex officio, and count as quorum). The committee members should elect one Chairperson for both open and in-camera meetings each year in accordance with this policy. In order to enable responsibility to be shared amongst Board members, the Chairperson of the Resource Committee will not Chair the Program Review Committee. Committee meetings should be less than two hours in length and should meet monthly from September to June.

The Committee

- 2.2.3.1 makes recommendations to Board on any action necessary to deal with all matters of Business and Corporate Services, School Operations (that are not Program related), including Human Resources, Finance, Information Technology, Plant Operations, and Transportation;
- 2.2.3.2 reviews progress on the objectives in the Board's Areas of Emphasis that affect operations, facilities, broader human resources issues not directly affecting delivery of program;

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2.2.3.3 reviews and develops appropriate policy as necessary for recommendation to the Board;

In the area of Human Resources

2.2.3.4 makes recommendations to the Board concerning wages and benefits of all non-bargaining employees except those in supervisory officer positions;

2.2.3.5 ensures the development of effective human resources practices including such areas as employment equity, Employee Assistance Program, benefits, workplace harassment, and human rights legislation;

In the area of School Operations

2.2.3.6 considers information and makes recommendations to the Board with respect to building maintenance, facility construction, acquisition and disposal of equipment, new pupil places, school councils, transportation, staffing, freedom of information, liability, automobile and property insurances, central services, boundary adjustments, school closure and consolidation, site acquisitions, purchasing, tendering and warehousing;

In the area of Business and Corporate Services

2.2.3.7 reviews Quarterly Variance Reports;

2.2.3.8 monitors the implementation of budget decisions throughout the year;

2.2.3.9 recommends the audited financial statements to the Board;

2.2.3.10 monitors implementation of technologies which will optimize the learning and administrative processes;

2.2.3.11 considers any matter affecting the Business and Administrative operation of the Board which in the opinion of the Committee Chairperson, or the Director of Education, or the Superintendent of Business and Corporate Services, the superintendent responsible for school operations, or the Superintendent of Human Resource Services, should be considered by the committee; and

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2.2.3.12 deals with such other matters as may be referred to the committee by the Board.

2.2.4 Striking Committee

The Striking Committee consisting of the Board Chairperson, Vice-chairperson, Past Chairperson and one other trustee reviews trustee preferences. The mandate of the Striking Committee is to endeavour to give preference to trustees who have not been members of a committee for two or more consecutive years. Emphasizing the value of a variety of committee experiences for both trustees and the committees, in consultation with the Director of Education and Secretary, the committee shall prepare a list of committee members for approval by the Board. The report of the Striking Committee may be revised and the recommendation(s) will be dealt with annually at the first regular Board meeting.

2.2.5 Trustee Development Committee

The Trustee Development Committee consisting of the Board Chairperson, Vice-chairperson, and Past Chairperson approves trustee attendance at conferences, conventions, or workshops using the following criteria for approval:

2.2.5.1 the anticipated benefit to the Board,

2.2.5.2 the interest of individual trustees,

2.2.5.3 previous conference attendance, and

2.2.5.4 budget considerations.

2.3 Rules of Committee Operation

2.3.1 Regular meetings of each committee should normally be scheduled monthly. Special meetings may be called by the Committee Chairperson.

2.3.2 The agenda for each meeting shall be prepared by the Committee Chairperson in consultation with the designated administrative resource person and may include those items:

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2.3.2.1 referred to the committee by the Board,

2.3.2.2 suggested by an individual trustee,

2.3.2.3 initiated for study by the committee, or

2.3.2.4 suggested by the Director of Education and Secretary of the Board.

Note: Electronic copies will be forwarded to all trustees.

2.3.3 A committee may forward a recommendation to the Board on any matter:

2.3.3.1 which has been referred to it by the Board,

2.3.3.2 which administration has studied at the committee's direction, and/or

2.3.3.3 which the committee has initiated.

2.3.4 A committee may designate sub-committees as it deems advisable but the rules of committee operation apply and the sub-committee must report to the parent committee.

2.3.5 Reports and recommendations shall be clear and concise. They shall be submitted as regular agenda items except as follows:

2.3.5.1 in-camera issues, and

2.3.5.2 urgent matters.

Note: In-camera issues will be reported separately. Urgent matters will be extracted from the regular report and presented on a supplementary Board agenda.

Where an urgent matter must be given early consideration by the Board, that item only may be extracted from the regular report and a committee report covering that issue only may be placed on supplementary agendas of the Board.

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NOTE: Board Policy No. B-2.1, Board and Committee Meetings, applies to all committees covered by this policy.

Established: October 7, 1999

Revised/Reviewed: April 27, 2000
June 14, 2000
December 21, 2000
December 6, 2001
May 22, 2003
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February 26, 2004

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