

AGENDA

Regular Board Meeting

Tuesday, April 23, 2024, 7:00 P.M.

Boardroom, Catholic Education Centre

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

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May 28, 2024
June 18, 2024

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Opening Prayer

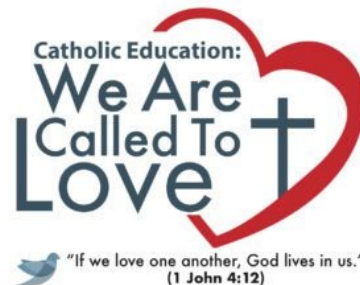
O almighty God,
Our Father in heaven,
From whom all goodness and truth on
Earth have come forth.
Grant to us,
The Catholic community gathered at this meeting,
The vision to recognize,
And the vigor to espouse,
Sound principles of educational theory
And practice in a spirit of balanced
Judgement,
And the proper perspective.
Give us also the courage
To turn always
Onto the path of higher goodness
In our deliberations,
Administrative decisions,
And courses of action.

Amen

Prayer of Petition
for
Catholic Education Week – May 5 to May 10, 2024

Response: Lord hear our prayer.

- For Pope Francis, our Holy Father, Archbishop Francis Leo and Bishop Ivan Camilleri and the Bishops of the Archdiocese of Toronto, and all pastors, and priests, that they continue to offer us guidance and support so that the principles of Catholic education may be expressed daily, we pray to the Lord. **R**
 - That we, trustees, staff, parents/guardians and students, as members of a faith community, will continue to support the mission of our Catholic schools, founded on Christ and His Good News, we pray to the Lord. **R**
 - Realizing that to be a Christian is to be called to the Lord to witness His truth, let us pray that parents and staff continue to guide students, in their care, to fully develop their potential as compassionate and living members of the Church, we pray to the Lord. **R**
 - Let us pray for Christian families, that fathers and mothers will come to realize more clearly their call as first teachers of and witnesses to their children in the faith. Let us assist in supporting them in their role as partners in the Catholic education of children, we pray to the Lord. **R**
 - For our students, the centre of our learning community, we pray to the Lord. **R**
- All: Holy Spirit, Source of truth and grace for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills, and fill our hearts with generosity. May our homes, our parishes and our schools be filled with your presence. We make this prayer through Christ, Our Lord. Amen**



Remembering Our Deceased April 2024

Let us remember the students, staff, trustees and family members of staff and trustees who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

Student/Former Student

- ▶ **Natalia Skublak**, former student, St. Aloysius Gonzaga Catholic Secondary School (CSS).
- ▶ **Jasmin Faith Caballes Reducto**, Grade 11 student, St. Roch CSS.
- ▶ **Melissa Crozier**, former student, Our Lady of Mount Carmel CSS.
- ▶ **Emma Amminson**, Grade 11 student at Cardinal Leger CSS, and former student of St. Anne Catholic Elementary School (CES) and St. Thomas Aquinas CSS.

Staff/Former Staff

- ▶ **William (Bill) Webster**, former guidance counselor, St. Martin CSS, St. Francis Xavier CSS, and St. Aloysius Gonzaga CSS, brother of Jim Webster, retired teacher, Philip Pocock CSS, and St. Aloysius Gonzaga CSS, and brother-in-law of Celia Webster, retired education resource worker, St. Aloysius Gonzaga CSS, and uncle of Danny Webster, teacher, St. Aloysius Gonzaga CSS.
- ▶ **Alain Meneses**, teacher, St. Joseph CSS.
- ▶ **George Dolak**, retired teacher, Robert F. Hall CSS, and husband of retired chaplain, Henriette Mazenc-Dolak, Cardinal Leger CSS.
- ▶ **Nick Perrotta**, retired teacher and father of Angela Perrotta, occasional teacher, father-in-law of Emidio DiAntonio teacher, St. Aloysius Gonzaga CSS, and father-in-law of Sandra Perrotta, teacher, John Cabot CSS.

Family Members of Staff/Family Members of Former Staff/Family Members of Trustees

- ▶ **Michael A Cini**, father of Carl Cini, principal, Iona CSS, father-in-law of Liisa Cini, teacher, St. Sebastian CES, and uncle of Sam Kirk, teacher, St. Josephine Bakhita CES.
- ▶ **John Moore**, brother of Charlotte Leavitt, retired teacher.
- ▶ **Terry Henderson**, father-in-law of Lianne Henderson, teacher, St. Sofia Byzantine CES.
- ▶ **Thouria Rizk Graise**, mother-in-law of Iman Sadek-Gabriel, teacher, Holy Spirit CES.
- ▶ **Adriana Sanabria**, mother of Randy Sanabria, teacher, St. Paul CSS.
- ▶ **Giuseppe Mario Lotesto**, husband of Tina Lotesto, retired teacher, father of Ida Lotesto, teacher, St. Teresa of Avila CES, and brother-in-law of Mirella Piccinin, retired education resource worker.
- ▶ **James Scott Anderson**, father of Jacqueline Nijadlik, teacher, St. Faustina CES.
- ▶ **Fortunato DiAntonio**, father of Emidio DiAntonio, teacher, St. Aloysius Gonzaga CSS, father-in-law of Angela Perrotta, occasional teacher.
- ▶ **Desmond Hensman**, father of Shannon Hensman, retired principal, St. Clare CES, and Mary Ann Hensman, former education resource worker, Father Michael Goetz CSS.
- ▶ **Elmira Barbosa**, grandmother of Kasie Moniz-Amaral, teacher, St. Jacinta Marto CES, grandmother-in-law of Andrew Amaral, teacher, Philip Pocock CSS, and aunt of Darlene Pacheco, teacher, St. Hilary CES.
- ▶ **Maisie Korb**, mother of Pat Pierre, executive assistant to superintendent of Planning and Operations.
- ▶ **Tommasino Notte**, grandfather of Melissa Notte, teacher, St. Joachim CES.
- ▶ **Edward Gallant**, father of Trena Shouldice, education resource worker, St. Isaac Jogues CES.
- ▶ **John Rait**, father of Catherine Burns, teacher, St. Joachim CES.

- ▶ **Salvatore Roti**, father of Nicholas Roti, long term occasional teacher, St. Martin CSS, and uncle to Debby Vieira, head secretary, Mary Fix CES.
- ▶ **Naireh Pouryegane**, grandmother of Karina Vail, teacher, Divine Mercy CES.
- ▶ **Maria José Cordeiro**, mother of Filomena De Oliveira, teacher, St. Rose of Lima CSS.
- ▶ **Antonietta Latino**, mother of Giuliana De Maria, teacher, Our Lady of Providence CES, and Mirella Antonangeli, retired education resource worker.
- ▶ **Giuseppina Marchesano**, grandmother of Daniela Mammoliti, teacher, Corpus Christi CES.
- ▶ **Dennis Valentine Barran**, father of Sherri O'Sullivan, teacher, St. Daniel Comboni CES.
- ▶ **James Burns Pollock**, father of Karen Pollock-Tanner, retired teacher personnel assistant.
- ▶ **Carmela Pistore**, mother-in-law of Neil Harrison, teacher, St. Francis Xavier CSS.
- ▶ **Eugene Horbatiuk**, father of Lynne Horbatiuk, retired teacher, St. David of Wales CES and Lester B. Pearson CES.
- ▶ **James Shiga**, grandfather of Kassandra Shiga, occasional teacher, Our Lady of Providence CES and Lester B. Pearson CES.
- ▶ **Ronald Muszynski**, father of Lauren Muszynski, teacher, St. Mark CES.
- ▶ **John Raposo**, father of Lisa Buczek, academic coordinator Technology Enabled Learning, Program Department.
- ▶ **Giuseppina Lapicciarella**, mother-in-law of Grace Lapicciarella, head secretary, St. Alfred CES.

*And, also for those whose passing we have not mentioned,
we know that God will not forget.*



RECOMMENDATION TO THE BOARD

REPORT NUMBER A 7

**APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING,
MARCH 19, 2024**

1. THAT THE MINUTES OF THE REGULAR BOARD MEETING, MARCH 19, 2024, BE APPROVED.

MINUTES

Regular Board Meeting

**Tuesday, March 19, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Christopher Joseph	Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Shawn Xaviour	Trustee
	Herman Vioria	Trustee
	Bailey Clyne	Indigenous Student Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Ivana MacIsaac	Chief Information Officer
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Mathew Thomas	Superintendent, Planning and Operations
	Margaret Beck	Counsel
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Richard Moriah	General Manager, Physical Plant Facilities
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Luz del Rosario called the meeting to order at 7:02 p.m.

2. National Anthem

The Chair acknowledged and thanked Martina Ortiz-Luis, Kibwe Thomas and Sole Power Productions for permission to use their recorded version of the national anthem.

3. Opening Prayer

Trustees Brea Corbet and Stefano Pascucci led the opening prayer and a prayer for the Solemnity of St. Joseph, Spouse of the Blessed Virgin.

4. Land Acknowledgment - Christopher Joseph

5. Approval of Agenda

Motion 1188 (24-03-19)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE THE ADDITION OF IN CAMERA ITEMS L5a. and L5b.

CARRIED

Motion 1189 (24-03-19)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

THAT THE AGENDA BE APPROVED, AS AMENDED.

CARRIED

6. Declaration of Interest

The following trustees declared an interest in agenda item L5a:

1. Trustee Mario Pascucci—family member belongs to OECTA
2. Trustee Bruno Iannicca—family members belong to OECTA and CUPE 2026
3. Trustee Stefano Pascucci—family member belongs to OECTA

Motion 1190 (24-03-19)

Moved by Anisha Thomas

Seconded by Thomas Thomas

THAT THE DECLARED INTEREST ITEMS BE MOVED TO AGENDA ITEM L 8.

CARRIED

7. Approval of the Minutes of the Regular Board Meeting, February 27, 2024

Motion 1191 (24-03-19)

Moved by Thomas Thomas

Seconded by Anisha Thomas

THAT THE MINUTES OF THE REGULAR BOARD MEETING, FEBRUARY 27, 2024, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

B. Pastor's Remarks: Video Presentation by Monsignor Shiels - Lent

Chair Luz del Rosario asked Director Mazzorato to express our gratitude to Monsignor Shiels for his insightful words on Lent.

C. Awards and Presentations - Nil

D. Delegations - Nil

E. Reports from Trustees for Receipt

1. Regular Reports

- a. Ontario Catholic School Trustees' Association Report

Trustee Mario Pascucci advised that the Large/Urban School Board Committee did meet on March 1.

- b. Student Voice Report

Student Voice Report: Student Trustees Nathan Nguyen (North) and Christopher Joseph (South) introduced themselves.

Indigenous Student Trustee Bailey Clyne is not present tonight as she is currently returning from New Zealand with the Indigenous Education Department. They traveled to learn about the Māori, the Indigenous people of New Zealand. We are looking forward to hearing about her experiences at our next board meeting.

On February 21, we held our Student Trustee election for the 2024-2025 school year. All speeches from the candidates who came forward demonstrated a commitment to Catholic education and uplifting student voice. We look forward to supporting the newly elected student trustees as they transition into their roles over the coming months. Congratulations once again to those elected. We are pleased to be leaving our seats to such well deserving future leaders.

On February 28, we combined our Student Senate meeting with the Equity Student Council and the Indigenous Student Council. We heard about the Multi-Year Strategic Plan (MYSP). Students were able to ask questions and provide feedback. Students then heard from guest speaker Zoey Roy; a hip hop inspired spoken word poet. She led the students through a session on how to write a song about a topic of their choice. After choosing the topic of social justice, she walked us through picking a beat, writing a chorus, then writing a bridge. When finished writing the song we performed the song together. This simple task was a lesson in joy as a form of resistance and advocacy. In the afternoon students shared some initiatives that their schools have been working on to promote equity within their school communities. This was a way to network with others, and to demonstrate that collaboration between student groups in a school community is possible as most are working toward the same goals. To finish the day the students heard from Kevin Wendling, Assistant Superintendent, Math Lead. We heard how students in different grades

feel about Math and then students asked Assistant Superintendent Wendling questions.

On February 29, we had the opportunity to attend a Mental Health Advisory Committee meeting where two members of our Student Senate presented a report and highlighted school based initiatives. During the meeting it was announced that a follow-up *Elementary Well-Being Conferences* will be held in April for each Family of Schools. This was a recommendation from the Student Senate and the Mental Health champions. We are extremely grateful for this opportunity to reconvene with the elementary students to see how they have put their plans into action over the past few months.

March 1 marked Zero Discrimination Day, our Equity, Diversity and Inclusion (EDI) working group collaborated successfully to create an Instagram video that spreads awareness of discrimination. The video demonstrates unity and how we stand together for diversity. Our Student Senate EDI Working Group also designed social media posts for Black Mental Health Week, and for International Women's Day to show solidarity.

c. Good News Reports

Mario Pascucci

Mississauga Wards 1 & 3

St. Basil Catholic Elementary School (CES) received a *Civic Award of Recognition* from the City of Mississauga for their outstanding leadership demonstrated in the field of active transportation and in promoting school zone safety. The enthusiasm and dedication of the school community: staff, students, parents/guardians and volunteers have exhibited and set an example for others to follow.

Luz del Rosario

Mississauga Ward 6 & 11

DPCDSB Skilled Trades and Technology Students Showcase their Skills

Hosted by: Father Michael Goetz Catholic Secondary School (CSS)

On March 6 over 230 secondary students competed in various trades-related and technology events. This included over 50 learners with differing abilities competing in Interview, Coding, Data Input and Job Demonstration Skills. Students who won Gold medals are now qualified to proceed to the Provincial Skills Competition on May 7 at the Toronto Congress Centre. Please see Appendix 1 for a list of Gold Medal Winners. Congratulations to all students who participated.

Special thanks to the Program Department headed by Superintendent Carmel Murphy, our Coordinators Irene Mota and Donna Indrakumaran, all the teachers and administrators of our secondary schools who encouraged these students, and to Father Michael Goetz CSS Principal Sharon Allegretto, Vice-Principals, Kristen Priestner and Ekwy Odozor for hosting this competition.

St. Marcellinus CSS - Women Empowerment Student Society (WESS)

Students were presented with a historical background of the progress and accomplishments of female leaders and innovators over the years. WESS is a newly established group of students who, since its inception, have coordinated different initiatives that have brought attention to issues of mental health and gender justice. The school assembly culminated with a video compiled of clips of female staff and students from St. Marcellinus CSS who shared their inspirational journeys with messages of hope and growth. Andrea Randall from the Salvation Army spoke about her life story of courage and determination, and her social justice work with youth, and encouraged all to value and live their authentic selves. Thank you to the Grade 11 WESS student leaders: Sophia Berry, Gretchen Dharmi, Aimalohi Akhibi, and Sierra Caputo, and the WESS staff advisor teacher Lucia Leo.

Ordinandi Youth Event

Hosted at the Pearson Convention Centre

Approximately 850 students and staff from six Catholic school boards gathered to celebrate the gift of vocation and support the seminarians of the St. Augustine Seminary and the Redemptoris Mater Missionary Seminary, who with God's grace, will be ordained to the priesthood this coming Spring.

The theme was: *Called, Chosen, Sent!* Students heard from the seminarians and Sister Beata Victoria, from Sisters of Life, all shared their vocational stories. The Most Rev. Francis Leo, Archbishop of Toronto was also in attendance and inspired students to listen and pray as they recognize the loving presence of God in their lives.

The event provided 250 DPCDSB students and staff the opportunity to celebrate our Catholic faith and collective spirit in following the will of God and their own vocational journey. A special highlight of the event was to recognize two of the Ordinandi as DPCDSB alumni. They graduated from St. Joseph CSS and John Cabot CSS.

F. Updates/Information/Reports from Committees for Receipt

1. Receipt of the Minutes of the Faith and Program Committee Meeting, January 16, 2024
2. Receipt of the Minutes of the Mississauga School Traffic Safety Action Committee Meeting, January 31, 2024
3. Receipt of the Minutes of the Board By-Law/Policies Review Committee Meeting, October 17, 2023

G. Updates/Information/Reports from Administration for Receipt - Nil

H. Updates/Information/Reports from Administration Requiring Action - Nil

I. Additional Business - Nil

1. Notices of Motion

J. Questions Asked by Trustees

1. Trustee Paula Dametto-Giovannozzi: I have had a parent/guardian question if there are any plans to build a secondary school in Orangeville?

Superintendent Thomas: School boards can apply for capital funding as part of the Ministry of Education (Ministry) Capital Priorities program. There are specific parameters when applying for funding. First, we need to present a business case that demonstrates sufficient sustainability for long term enrolment and that the school would be fully occupied on opening. Unfortunately, there are not sufficient numbers in Orangeville to build a secondary school, the minimum requirement is about 1,000 students. The students of Orangeville and Dufferin county are provided transportation to Robert F. Hall CSS. We continue to monitor numbers as there is slow growth in Orangeville.

2. Trustee Paula Dametto-Giovannozzi: I understand that administration has decided that this year there will be no set *Respect for Life Week* or flying of the pro-life flags; and that educators will still be bringing students to Ottawa for the March for Life. I would like to know how the board will support this important event. I attended last year when DPCDSB students led the thousands who marched, it was a great educational experience. I would be pleased to volunteer to supervise students and I know there are many certified teachers that would supervise as well.

Director Mazzorato: Dufferin-Peel absolutely intends to recognize *Respect for Life Week*.

3. Trustee Brea Corbet: Regarding Our Lady of Mount Carmel CSS, at the time the school was built, air conditioning for the school gym was not included. Unfortunately, this is a safety issue. Can our Facilities Department prioritize the air conditioning?

Superintendent Thomas: This has been identified as a priority project for 2024.

4. Trustee Brea Corbet: The school's kitchen and tech areas are also without air conditioning. Can this work be included when the gymnasium is done? This would ensure the school is fully air conditioned.

Superintendent Thomas: A feasibility study will be done. We will do our best this year, if it cannot be completed this year, the work will be done next year.

5. Trustee Brea Corbet: Our Lady of Mount Carmel CSS has 10 portables that have not been removed. Can staff comment?

Superintendent Thomas: My understanding is that these portables are on the priority list.

6. Trustee Bruno Iannicca: Thank you to the Plant Department for their work on removing the skunks under the portables at Mary Fix Catholic Elementary School (CES). The school was closed for two days to deal with the matter. The staff, students and community are very appreciative.

How do we know how well our online students are doing? Can staff comment on the absenteeism for online students?

Superintendent Murphy: Online students are put through the same rigors as in-class students. They have tests and assignments, and their results are shared with the students and discussed to see how they can improve. We will be looking at reports cards and EQAO data to assess and compare if there are any discrepancies in terms of overall results. Support is provided to online

students, as afforded to all in-classroom students. Teachers are in touch with administrators to ensure that the services provided are equitable for online students. The expectation is that students have their cameras on while learning unless the teacher is aware of technical difficulties.

7. Trustee Bruno Iannicca: I am concerned that we are giving students extra chances, unlike what will occur when they enter the workforce. For instance, in a situation where a student is expected to write an exam on a Friday but asks for an extension to write the exam on the following Monday, and then is not prepared to write the exam on the new date. Can staff comment?

Superintendent Murphy: We understand that the work environment does not allow workers extra chances, however, we know that our students have had to deal with a lot in the last few years due to the pandemic. The mental health challenges that some students and their families have experienced, and the consequences are real. We try to deal with students on a one-to-one basis with empathy and kindness and to support them as needed in consultation with their parents/guardians and the school team. The effects the pandemic has had on students will be measurable for a number of years. We try to work through all accommodations fairly and equitably. I can bring back your concern to the team for consideration.

8. Trustee Bruno Iannicca: Can staff comment on the possibility that a teacher could leave our board for a year, go to another board and then return to DPCDSB and retain their job?

Director Mazzorato: In the collective agreement teachers have the right to take a leave of absence for a year with a right to return to DPCDSB.

9. Trustee Darryl D'Souza: In the script that is used by the Discipline Committee, it states that St. Oscar Romero CSS is an expulsion school, can staff comment?

Director Mazzorato: Historically, it was established for students under expulsion. St. Oscar Romero CSS offers a range of programs. Thank you for bringing this to our attention, we will update the literature and script.

10. Trustee Brea Corbet: It has been brought to my attention that some snow removal contractors pile snow that blocks parking spaces. Can staff follow up with our contractors regarding this issue?

Director Mazzorato: We will follow up.

11. Trustee Brea Corbet: At St. Elizabeth Seton CES there is a rear access point to the school grounds near the kindergarten area that parents/guardians have identified as a safety concern; the ground is an uneven mess. Can staff please investigate the site and have this area paved as soon as possible?

Superintendent Thomas: The Facilities Department has confirmed that the construction of a walkway to address this issue will be undertaken in 2024.

12. Trustee Bruno Iannicca: Can staff comment on the status of having our elementary student voices raised via the secondary schools that they feed into?

Superintendent Belchior: The Student Trustees and Student Senate are working on this and are pleased to report that in April there will be a virtual meeting. The meeting will have a prayer,

liturgy, discussion time and a survey will be distributed to the elementary students. They will share the survey with their peers for input, and then the group will reconvene to review the survey findings.

K. Declared Interest Items - Nil

L. In Camera Meeting of the Committee of the Whole

Motion 1192 (24-03-19)

Moved by Darryl D'Souza

Seconded by Stefano Pascucci

THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD OR COMMITTEE, OR AN EMPLOYEE.

CARRIED

M. Report from the In Camera Meeting of the Committee of the Whole

The Committee of the Whole Received In Camera Board Minutes from February 27, 2024. There were Questions Asked by Trustees of an In Camera Nature, and there are Recommended Motions to the Board of Trustees to consider.

Motion 1193 (24-03-19)

Moved by Brea Corbet

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE THE RECOMMENDATION AS OUTLINED IN REPORT L 5 B.

CARRIED

Trustees who have a declared interest left the meeting.

Motion 1194 (24-03-19)

Moved by Darryl D'Souza

Seconded by Paula Dametto-Giovannozzi

THAT THE BOARD OF TRUSTEES APPROVE THAT THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RATIFY THE CENTRAL TERMS CONTAINED WITHIN THE MEMORANDUM OF SETTLEMENT AND ATTACHED APPENDICES, DATED MARCH 5, 2024, MADE BETWEEN THE ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION AND THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION AND AGREED TO BY THE CROWN. FURTHER THAT THE APPROVAL OF THE RATIFICATION OF THE CENTRAL TERMS BE REPORTED TO OCSTA.

CARRIED

Trustees who have a declared interest returned to the meeting.

N. Future Meetings

April 23, 2024

May 28, 2024

June 18, 2024

O. Adjournment

Motion 1195 (24-03-19)

Moved by Darryl D'Souza

Seconded by Brea Corbet

THAT THE MEETING BE ADJOURNED AT 9:03 P.M.

CARRIED



J	Questions Asked by Trustees	
Q 9	Trustee Darryl D'Souza: In the script that is used by the Discipline Committee, it states that St. Oscar Romero CSS is an expulsion school, can staff comment?	Staff have updated the report template and script to clarify that a student who is being recommended for expulsion, if expelled from all schools of the Board, will be assigned "to the New Directions Program delivered through St. Oscar Romero Catholic Secondary School"
Q 10	Trustee Brea Corbet: It has been brought to my attention that some snow removal contractors pile snow that block parking spaces. Can staff follow up with our contractors regarding this issue?	Facilities staff will meet with all snow removal contractors to review these concerns as part of the seasonal year-end debrief and as part of the planning for the upcoming winter season.



RECOMMENDATION TO THE BOARD

REPORT NUMBER A 8

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING,
APRIL 16, 2024**

- 1. THAT THE MINUTES OF THE SPECIAL BOARD MEETING, APRIL 16, 2024, BE APPROVED.**

MINUTES

Special Board Meeting

**Tuesday, April 16, 2024 at 6:45 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Herman Vilorio	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Christopher Joseph	Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Brea Corbet	Trustee
	Thomas Thomas	Vice-Chair
	Shawn Xaviour	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education
	Daniel Del Bianco	Associate Director of Corporate Services
	Julie Cherepacha	Executive Superintendent of Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research, Safe Schools
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Jodi Kuran	Superintendent, Family of Schools
	Ivana MacIsaac	Chief Information Officer
	Carmel Murphy	Superintendent of Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Mathew Thomas	Superintendent, Planning and Operations
	Kevin Wendling	Assistant Superintendent: Math Lead
	Margaret Beck	Counsel
	Bruce Campbell	General Manager, Communications and Community Relations
	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Chair Luz del Rosario called the meeting to order at 6:45 p.m.

2. Opening Prayer led by Trustee Anisha Thomas
3. Land Acknowledgment - Chair Luz del Rosario
4. Approval of Agenda

Motion 1197 (24-04-16)

Moved by Bruno Iannicca

Seconded by Anisha Thomas

THAT THE AGENDA BE APPROVED.

CARRIED

5. Declaration of Interest – Nil

B. Awards and Presentations – Nil

C. Delegations – Nil

D. Reports from Trustees for Receipt – Nil

1. Regular Reports
 - a. Ontario Catholic School Trustees' Association Report
 - b. Good News Reports

E. Updates/Information/Reports from Committees for Receipt – Nil

F. Updates/Information/Reports from Administration for Receipt – Nil

G. Updates/Information/Reports from Administration requiring Action

1. Revised School Year Calendar 2024-2025
Director Mazzorato summarized the report on behalf of Superintendent Peel.

Motion 1196 (24-04-16)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE THE *REVISED 2024-2025 SCHOOL YEAR CALENDAR* FOR SUBMISSION TO THE MINISTRY OF EDUCATION.

CARRIED

H. Additional Business - Nil

1. Notices of Motion

I. Questions Asked by Trustees - Nil

J. Declared Interest Items – Nil

K. In Camera Session - Nil

L. Report from the In Camera - Nil

M. Adjournment

Motion 1198 (24-04-16)

Moved by Anisha Thomas

Seconded by Mario Pascucci

THAT THE MEETING BE ADJOURNED AT 6:52 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

PRESENTATION C 1

**PROCLAMATION
STAFF APPRECIATION DAY 2024**

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS STAFF APPRECIATION DAY WILL BE CELEBRATED ON WEDNESDAY, MAY 1, 2024 FOR THE SCHOOL YEAR 2023-2024 IN DUFFERIN-PEEL SCHOOLS AND FACILITIES.

PROCLAMATION: STAFF APPRECIATION DAY 2024

**WHEREAS IN HIS FIRST LETTER TO THE CORINTHIANS, ST. PAUL SAYS:
“FOR JUST AS THE BODY IS ONE AND HAS MANY MEMBERS AND ALL THE MEMBERS OF THE BODY,
THOUGH MANY, ARE ONE BODY, SO IT IS WITH CHRIST.”**

AND;

**WHEREAS STAFF ARE MEMBERS OF THE CORPORATE BODY KNOWN AS THE
DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD.**

AND;

**WHEREAS STAFF ARE VALUED, RECOGNIZED AND CELEBRATED FOR THEIR DEDICATION,
COMMITMENT AND CONTRIBUTION TO CATHOLIC EDUCATION, FAITH FORMATION AND THE SUCCESS
AND THE WELL-BEING OF ALL LEARNERS IN DUFFERIN-PEEL.**

AND;

WHEREAS MAY 1 IS THE FEAST DAY OF ST. JOSEPH THE WORKER, THE PATRON SAINT OF WORKERS,

BE IT RESOLVED

**THAT STAFF APPRECIATION DAY WILL BE CELEBRATED ON WEDNESDAY, MAY 1, 2024
FOR THE SCHOOL YEAR 2023-2024 IN DUFFERIN-PEEL SCHOOLS AND FACILITIES.**



DELEGATION TO THE BOARD

D 1

TONY WHELAN

CHRISTIAN PERSPECTIVE IN SPORTS – VIDEO PRESENTATION

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date:

Subject:

- ☒ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: _____
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

THIS IS NOT ABOUT RUGBY + FOOTBALL. IT IS ABOUT THE BOARD'S UNWILLINGNESS OR INABILITY TO RESPOND TO AN ETHICAL CHALLENGE. PERHAPS YOU NEED AN ETHICS COMMITTEE.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email info@dpdsb.on.ca

Delegation Contact Information: *

Name TONY WHELAN

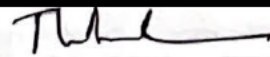
Address

Telephone

Email

Date: 2/28/2024

Signature:



* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act, RSO 1990, c. E.2* and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.



DELEGATION TO THE BOARD

D 2

STUDENT TIMOTHY DEEN CHRISTIANITY WITHIN OUR SCHOOL BOARD



REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: **Tuesday April 23rd 2024** Subject:

- ☒ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: _____
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

I wish to speak on behalf of Catholic schools staying true to Christian principles. I wish to speak on this because I want to highlight how important it is to not compromise on our Christian faith while being able to remain respectful and cordial to anyone and everyone within our school board.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email cindy.child@dpcdsb.org

Delegation Contact Information: *

Name

Timothy Deen

Address

Telephone

Email

Date: **March 18th 2024**

Signature: _____

* Municipal Freedom of Information and Protection of Privacy Act. Personal information is collected under the legal authority of the Education Act, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.

D 2 – Christianity within our School Board – Timothy Deen

1. Emphasize the importance of maintaining Christian values within the board.
2. Talk about concerns about a potential shift towards secularism.
3. Talk about the need for respectful dialogue on these matters.
4. Talk about observations of changes within the board over time. (4 years)
5. Mention lack of transparency and funding.
6. Urge reflection on the board's identity and priorities.
7. Encourage acting on Christian principles without compromise.
8. Question the dpcdsb's commitment to its Catholic identity.
9. Suggest evaluating decisions in light of their alignment with Christian values.
10. Ask a question: "Who do you care about more, God or the world?" (Conclusion)



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 1

**RECEIPT OF THE MINUTES OF THE
ADMINISTRATION AND FINANCE COMMITTEE MEETING,
FEBRUARY 13, 2024**

MINUTES

Administration and Finance Committee Meeting

**Tuesday, February 13, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Mario Pascucci	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Darryl D'Souza	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Thomas Thomas	Trustee
	Herman Vioria	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Christopher Joseph	Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Shawn Xaviour	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Ivana MacIsaac	Chief Information Officer
	Laura Odo	Superintendent, Family of Schools
	Tammy-Lynne Peel	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Mathew Thomas	Superintendent, Planning and Operations
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Anna Gentile	General Manager, Transportation
	Richard Moriah	General Manager, Physical Plant Facilities
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Bruno Iannicca called the meeting to order at 7:00 p.m.
2. Opening Prayer led by Chair Bruno Iannicca.
3. Land Acknowledgment – Trustee Stefano Pascucci

4. Approval of Agenda

Moved by Stefano Pascucci

THAT THE AGENDA BE APPROVED.

CARRIED

a. Calendar Item: Construction Progress Report

5. Declaration of Interest – Nil

6. Approval of the Minutes of the Administration and Finance Committee Meeting,
November 7, 2023

Moved by Thomas Thomas

**THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING,
NOVEMBER 7, 2023, BE APPROVED.**

CARRIED

a. Business Arising from the Minutes - Attached

B. Proposed Term of Reference

Associate Director Del Bianco presented the report.

Moved by Mario Pascucci

**THAT THE REPORT TO THE ADMINISTRATION AND FINANCE COMMITTEE, ADMINISTRATION AND
FINANCE COMMITTEE PROPOSED TERMS OF REFERENCE – 2024, BE ADOPTED AND APPROVED.**

CARRIED

C. Awards and Presentations - Nil

D. Delegations

1. A. Canning and I. Ayishe of *Let's Get Together* (Non-Profit) - Tech Collect Students E-Waste
Program

Trustees questions for Staff:

1. Chair Pascucci: What will be the next steps?

Associate Director Del Bianco: We will meet with the delegates to discuss the initiative
further and report back to the Board of Trustees.

E. Reports from Trustees for Receipt

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

Trustee Luz del Rosario reminded trustees that there is still the opportunity to
register for the OCSTA Annual General Meeting, please contact Michelle Vritsios for
assistance.

- b. Good News – Nil

F. Reports from Committees/Administration for Receipt

- 1. Interim Financial Report for the Four Months Ending December 31, 2023

Executive Superintendent Cherepacha summarized the report.

- 1. Trustee Darryl D'Souza: On page 30 it is noted that classroom expenses decreased by ten percent, can staff explain?

Executive Superintendent Cherepacha: Last year we had the Learning Recovery Fund which covered over 100 positions. Those positions have been removed. The Operating section of the report is based on year-over-year figures, and the Staffing section reflects in-year figures. The goal is to show that we are on track with our budget, which is shown on page 29 (68.0% actual spent and 70.8% estimated spend).

Trustee Darryl D'Souza: We need to see a comparison based on actuals.

Executive Superintendent Cherepacha: I will follow-up.

- 2. October 31, 2023 Enrolment Report

Manager Stephanie Cox presented the report.

- 3. Student Transportation Update and Service Delivery

Superintendent Thomas and General Manager Gentile summarized the report.

- 1. Trustee Mario Pascucci: Who is taking the survey?

General Manager Gentile: The Chipmunk survey is only for families that are using the Chipmunk application (App) therefore only the pilot schools are receiving the survey.

- 2. Student Trustee Nathan Nguyen: How are schools selected to pilot the Chipmunk App? When will all schools have access to the Chipmunk App?

General Manager Gentile: There are various reasons for choosing a pilot school. We will be doing a comprehensive evaluation of the pilot project to determine the next steps. The App is only for STOPR schools, not for schools in the catchment of Wellington-Dufferin Student Transportation Services (WDSTS).

- 4. STOPR Governance Committee Minutes, September 27, 2023

G. Reports from Committees/Administration requiring Action

- 1. 2024-2025 Budget Development Process - Executive Superintendent Cherepacha

Moved by Darryl D'Souza

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2024-2025 BUDGET DEVELOPMENT PROCESS.

CARRIED

2. 2024-2025 Modified School Year Calendar

Superintendent Peel summarized the report.

1. Trustee Mario Pascucci: Can staff comment on what will occur at our schools on June 10 when the Mississauga By-Election takes place?

Director Mazzorato: June 10 is a Professional Activity Day (PA Day) for elementary schools. We will work with the City of Mississauga to ensure measures are put into place if any of our secondary schools are used as voting sites.

2. Trustee Luz del Rosario: Which PA Day did not align with our coterminous board, and why?

Superintendent Peel: It is the September elementary reorganization date that we have traditionally done on the second Monday of the school year. Our coterminous board is larger, and their reorganization date is later in the month.

3. Trustee Brea Corbet: Many families have older siblings in secondary look after younger siblings in elementary school on PA Days. Noting that most elementary and secondary PA Days are aligned, is it possible to move the January 20 elementary PA Day to the secondary PA Day of January 30?

Superintendent Peel: Unfortunately, both days are tied to the collective agreements regarding report card writing and semester turnaround, and we are not able to make changes.

Moved by Luz del Rosario

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE 2024-2025 MODIFIED SCHOOL YEAR CALENDAR BE APPROVED FOR SUBMISSION TO THE MINISTRY OF EDUCATION.

CARRIED

H. Additional Business - Nil

1. Notices of Motion

I. Questions Asked by Trustees

1. Trustee Mario Pascucci: What can we do about a shortage of chrome books in a particular school?

Chief Information Officer MacIsaac: We can connect offline and review a specific school.

Associate Director Del Bianco: The ICT Department did provide enough devices to schools during the pandemic with Ministry funding. Some of the devices may be coming to end-of-life. We would like to develop a system-wide strategy to refresh inventory.

2. Trustee Mario Pascucci: Do we have expectations around the physical representation of our faith when people enter our schools i.e., statues of Mother Mary?

Director Mazzorato: Staff have reviewed the importance of reverence and prominence of expressions of our faith in our schools at the last Director's Meeting

3. Trustee Mario Pascucci: Can staff advise us of the status of the transitional housing issue that we have discussed recently?

Superintendent Thomas: The City of Mississauga has not provided additional information since the appeal was filed. We will update trustees as information is available.

4. Trustee Darryl D'Souza: At a recent STOPR Governance Meeting it was discussed that our coterminous board does not provide busing during exams, however we do provide busing at noon during exams. Why are we providing noon busing during exams?

Associate Director Del Bianco: This is a legacy expense.

5. Trustee Darryl D'Souza: Are there any other expenses that we incur that our coterminous board does not?

Executive Superintendent Cherepacha: All school boards are provided funding via the Grants for Student Needs Regulation (GSN) funding. The majority of expenses will align, however there can be differences. We are a Catholic school board and have expenses for resources and courses for students as well as faith development expenses for staff. We did a significant financial review last summer as directed by the Ministry. We continually make comparisons and engage in benchmarking within the province with Ontario Association Of School Business Officials (OASBO).

Associate Director Del Bianco: We will bring a report forward regarding benchmarking and our alignment with other boards.

6. Trustee Luz del Rosario: We changed our funding arrangement for Long Term Disability (LTD) this past year. Can staff explain the \$28.5M expense for this year?

Executive Superintendent Cherepacha: We have moved from a refunded account model to an insured model. The \$28.5M is the annual cost of our fully funded LTD. We are locked in to pay this annual fee. On the refund model we could not forecast accurately any spike in usage, which would increase our costs. The annual cost of LTD will not change for three years, until we renegotiate or go to market.

7. Trustee Stefano Pascucci: Can staff advise us of the status of the work that is being done to designate parking spots at secondary schools as per the new policy?

General Manager Moriah: A communication was sent out to all administrators from my office regarding the work before we began, and we are halfway through the project.

8. Trustee Mario Pascucci: In the past a submission was made to the Ministry under capital priorities regarding St. Alfred CES. Is it possible to get a copy of the proposal?

Superintendent Thomas: Every twelve to eighteen months the Ministry puts out a call for capital priority submissions, the Planning and Facilities teams continual review the status of schools and make submissions based on the types of projects being considered. We can provide you with what was submitted for St. Alfred CES.

Associate Director Del Bianco: The criteria for capital projects can change every twelve to eighteen months, that is why some projects can be denied. In order to be successful, we have to focus on the criteria requested.

Trustee Bruno Iannicca passed the chair to Trustee Mario Pascucci.

9. Trustee Bruno Iannicca: Does staff receive documentation regarding why a submission was declined?

Superintendent Thomas: The Ministry provides a response to submissions declined with some information i.e. change in criteria, or they may suggest that we use our school renewal funds.

10. Trustee Bruno Iannicca: Further to Trustee Darryl D'Souza's inquiry, can staff provide the cost of busing during exams?

Superintendent Thomas: We will provide details in Issues and Events.

11. Trustee Bruno Iannicca: Can staff provide the outstanding amount owed for LTD?

Executive Superintendent Cherepacha: To clarify, the 2023-2024 cost for LTD is \$28.5M. We have an accumulated deficit of \$60M. Our in-year deficit is expected to be \$36.5M. Therefore, we would expect to add that \$36.5M to our \$60M deficit, and in August 2024 the deficit will be about \$96.5M.

12. Trustee Bruno Iannicca: Have we continued to talk about this deficit to the Ministry?

Executive Superintendent Cherepacha: We have ongoing discussions with the Ministry regarding such matters as: cash management, deficit management, and the requirements from our banks. We are not in a position to have the solution. We are working through the Ministry's letter of direction. There is no final solution at this time.

Director Mazzorato: The Ministry understands that DPCDSB will not solve this financial situation on our own.

Trustee Bruno Iannicca resumed the Chair.

J. Declared Interest Items - Nil

K. In Camera Session

Moved by Darryl D'Souza

THAT THE ADMINISTRATION AND FINANCE COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING.

CARRIED

L. Report from In Camera

Report: Approval of the In Camera Minutes of November 7, 2023, approval of the recommendation associated with Report K 4 a. and Questions Asked of An In Camera Nature.

Moved by Thomas Thomas

MOTION TO APPROVE THE RECOMMENDATION MADE IN REPORT K 4 a.

CARRIED

M. Future Meetings

April 9, 2024

June 11, 2024

N. Adjournment

Moved by Stefano Pascucci

THAT THE MEETING BE ADJOURNED AT 9:12 p.m.

CARRIED

F 1	Interim Financial Report for the Four Months Ending December 31, 2023	
Q 1	Trustee Darryl D'Souza: On page 30 it is noted that classroom expenses decreased by ten percent, can staff explain? We need to see a comparison based on actuals.	Ongoing.
J	Questions Asked by Trustees	
Q 5	Trustee Darryl D'Souza: Are there any other expenses that we incur that our coterminous board does not?	RIAT Benchmarking engagement report will be presented to the Audit Committee.
Q10	Trustee Bruno Iannicca: Further to Trustee Darryl D'Souza's inquiry, can staff provide the cost of bussing during exams?	<p>The information below was provided in Issues & Events on February 16, 2024.</p> <p>During the current 2023-2024 school year, DPCDSB cancelled this service to align with our coterminous Board. Midday exam bussing for secondary students has been unique to DPCDSB as the Peel District School Board has not offered this service to its students. For the 2022-2023 school year, DPCDSB</p> <p>incurred a cost of over \$129,000 for midday exam bussing for secondary students.</p>



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 2

**RECEIPT OF THE MINUTES OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,
FEBRUARY 21, 2024**

MINUTES

Special Education Advisory Committee Meeting

Wednesday, February 21, 2024, 7:00 p.m.

Boardroom, Catholic Education Centre

Attendees:	Bruno Iannicca	Trustee - Chair
	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Paula Dametto-Giovannozzi	Alternate Trustee
	Heather Bialowas	Down Syndrome Assoc. of Peel: Caring Network - Representative
	Liza Dowson	Ontario Association for Families of Children with Communication Disorders - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Christine Koczmar	Community Living Mississauga - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Debbie Hammond	Dufferin-Peel Educational Resource Workers' Association - Representative
	Andrea Isaac	OECTA Elementary - Alternative
	Laura Odo	Superintendent Representative
Regrets:	Luz del Rosario	Alternate Trustee
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Shanna Walsh	Down Syndrome Assoc. of Peel: Caring Network - Alternative
	Pam Boniferro	Dufferin-Peel Educational Resource Workers' Association - Alternative
	Laurie-Anne Clark	Member at Large, Central Committee for Catholic School Councils
Staff:	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Sharon Chambers	Principal, Vice Principal Association, Elementary
	Tanya Galway	Chief of Psychology
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Alexandra Lawrence	Coordinator, Special Education and Learning Services
	Laura Pincen	Coordinator, Secondary Transitions and Diverse Learners
	Jacqueline Toste	Consultant, Diverse Learning Needs
	Kristie Boily	Consultant, Special Education and Learning Service
	Peter Cusumano	Principal, Vice-Principal Association, Secondary
	Mike Brunetto	CCCSC Alternative
	Ruba Jeorgy	DPERWA Alternative
Recorder:	Katherine Magee	Executive Assistant, Special Education and Learning Services

A. Routine Matters

1. Call to Order and Attendance

Chair Bruno Iannicca, called the meeting to order at 7:00 p.m.

2. Opening Prayer - Superintendent Papaloni
3. Land Acknowledgment - L. Pincente
4. Approval of Agenda

THAT THE AGENDA BE APPROVED.

CARRIED

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, January 17, 2024.

THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, JANUARY 17, 2024, BE APPROVED.

CARRIED

6. Previous Business

Superintendent Papaloni followed up regarding the request to ask the Ministry's Director of Special Education to attend a Special Education Advisory Committee (SEAC) meeting, stating that they are not able to attend this year.

7. Review Role of Special Education Advisory Committee

Superintendent Papaloni reviewed the role of the SEAC Committee.

8. Review Role of Chair

Superintendent Papaloni reviewed the role of Chair for SEAC.

9. Terms of Reference

The Terms of Reference were reviewed and approved.

10. Voting for Chair and Vice Chair

Superintendent Papaloni opened the nominations for Chair of the Special Education Advisory Committee. C. Koczmaro nominated Trustee Bruno Iannicca. There were no other nominations. Trustee Bruno Iannicca accepted.

Trustee Bruno Iannicca opened the nominations for Vice-Chair of the Special Education Advisory Committee. L. Dowson nominated D. Farrace. There were no other nominations. D. Farrace accepted.

B. Presentations and Staff Reports

1. Psychology Month: T. Galway

Superintendent Papaloni introduced T. Galway, Chief of Psychology. T. Galway presented on February's Psychology Month. She shared a video by the Canadian Psychological Association on school psychologists. T. Galway explained the role of school psychology staff in supporting

students. She discussed the resources available to the schools and students through the board website and how to access these.

C. Koczmar asked how many psychologists are with the board. T. Galway answered that there are approximately 20 psychology staff. This includes registered psychologists and psychological associates and unregistered staff who work under the supervision of registered staff. C. Koczmar asked if the unregistered staff are in the process of registration. T. Galway answered that some are in the process of registration, while others are going to remain as unregistered staff and are under the supervision of registered staff. C. Koczmar asked if there is a way to find the psychology page through the search engine. C. Kyte answered that if you type in psychology into the search bar you will get the psychology page on the website. L. Dowson asked if the psychological education assessment can only be completed by a psychologist. C. Kyte answered that if an unregistered associate does the assessment, it will be done under the supervision of a registered psychologist. L. Dowson asked what parents can do if their child is not at the stage of receiving an assessment yet. T. Galway answered that educators are continuously monitoring students. If there is a concern, they refer the student to a team of support personnel. The student is discussed, there is an informal assessment, and support is put in place. Students do not have to wait for an assessment, interventions are put in place well before an assessment. L. Dowson asked if there is a wait for this. T. Galway answered that each school is different. If a parent has a concern, they should discuss it with the school administrator. M. Brunetto asked what can be done to ensure that the resources reach the parents. T. Galway answered that Psychology Month helps to bring the awareness to the community. The System Weekly goes to all schools each week, for staff to share with the community. All schools have access to psychology services. C. Koczmar asked what the waitlist is currently. Superintendent Papaloni answered that there is no waitlist for the team meetings. All students are captured on a monthly basis. C. Kyte added that the Ministry of Education has identified the Provincial shortage of psychologists. They have provided extra funding and all of it has been put towards additional assessments. While they are waiting for assessments, they are not waiting for support. They receive support and interventions all along. Assessment information is in the process of becoming centralized. C. Koczmar asked when they will receive this information. Superintendent Papaloni responded that this should be available sometime next year once the system is upgraded for data collection. C. Koczmar asked if there is anything in place at the school level to allow administrators to notify the psychology team if there is an issue with the waitlists. Superintendent Papaloni answered that they would have to speak to the psychology team to inform them. C. Koczmar asked if an assessment is provided during transitions. C. Kyte answered that it is. C. Koczmar asked if there are a lot of private assessments coming through. C. Kyte answered yes. L. Dowson asked if the data is collected regarding the number of private assessments. C. Kyte answered that this data is collected through the schools. L. Dowson asked if there is a Parent Outreach Event to help parents with the assessment process. L. Dowson mentioned that the Peel board held monthly events to support parents. Superintendent Papaloni mentioned that the Peel board is a much larger school board and has approximately three times the staff which would facilitate those events. L. Dowson suggested parents from SEAC could participate in facilitating such an event. Lisa Papaloni also supported the idea of a parent support group. She would be happy to volunteer. C. Koczmar asked if the committee members could put

this through. She would also be happy to help. Superintendent Papaloni said a Parent Reaching Out Grant Event might be a possibility for this topic.

2. Department Updates: L. Pincente

Superintendent Papaloni introduced L. Pincente, Special Education Coordinator, to speak on department updates. L. Pincente shared the poster for Together We're Better, a contest to promote inclusiveness for students with disabilities. Last year's winners were two students and a teacher from DPCDSB. L. Pincente presented information on the *Exceptional Children Award* by the Ontario Council for Exceptional Children. She asked the committee to submit nominations, if interested. L. Pincente recapped the well-received Welcome to Dufferin-Peel Event that took place on January 24. Lastly, she mentioned the PROGrant event held virtually on February 22 *See Me for Me*, which is open to the public. Trustee Bruno Iannicca encouraged everyone to attend.

C. Budget - Nil

D. Reports from Trustees for Receipt

Trustee Bruno Iannicca discussed the meeting on January 18th regarding anti-human trafficking, which had over 300 people in attendance. There will be another meeting later this year to continue the conversation. Trustee Bruno Iannicca mentioned that they are looking to move the percentage of school uniforms in Elementary from 75% to 60%. Also, he mentioned that the Elementary PA days for next year have been matched to the Peel board's for 6 out of the 7 days, and Secondary for 7 out of the 7 days. This will be beneficial because it will prevent buses from operating partially empty. This will save both school boards a significant amount of money. This year is the first year that they eliminated the day trip and day transportation for Secondary schools after exams, which saved \$128,000. They are still looking to the Ministry for Chromebook funding. During Covid, the government, both Provincially and Federally, provided significant funding for this. Unfortunately, at this point, some Chromebooks are reaching end-of-life and will need to be replaced. The Long-Term Disability expenses continue to present a financial challenge. They are starting to introduce new illuminated signs for schools that are more visible. The signs cost approximately \$20,000. At the last board meeting they finished the policy decision for the Elementary school uniforms. The uniforms will be simple, such as golf shirts and pants.

E. Information/Reports from Community Associations

L. Dowson mentioned that OAFCCD has started a monthly support group for moms. The parents can bring their children and they will be entertained while the parents can join the support group. The next meeting is on March 1st. Trustee Bruno Iannicca asked if it is just for moms. L. Dowson answered that while initially it was being held for both moms and dads, they found that the moms needed a safe space to discuss issues, and it was mostly moms who needed this support group. For now, it will be just moms, but they may change this in the future. Trustee Bruno Iannicca asked if they needed this group to be advertised. L. Dowson answered that it would be helpful if it could be posted on the board website. C. Kyte mentioned that it can go on the public bulletin board. C. Huxtable asked if there is a capacity limit. L. Dowson answered that there is a cap at 15. There is also

a cost per child. Superintendent Papaloni asked that the details be drafted out and, once reviewed, can be submitted for posting to the DP community bulletin board.

F. Information and Correspondence

1. Follow-up Letter from DPCDSB SEAC to Ministry February 2024

Superintendent Papaloni asked the committee to review the letter to be sent to the Ministry.

M. Brunetto approved of the letter and asked how we could connect with guidance support and encourage students to enroll in Special Education careers. Superintendent Papaloni agreed that this letter is asking the Ministry for such support.

2. Letter from Peterborough Victoria Northumberland and Clarington CDSB SEAC Special Education Funding January 2024

Superintendent Papaloni presented the letter from the PVNCCDSB SEAC to the Ministry.

3. Letter from Hastings and Prince Edward DSB SEAC SIP Funding December 2023

Superintendent Papaloni presented the letter from the HPEDSB SEAC to the Ministry.

G. Communication - Nil

H. Questions Asked by Committee Members

D. Farrace asked for data collection on children that are staying home. Superintendent Papaloni will check if there is data on children being asked to stay home voluntarily due to lack of staffing. Trustee Bruno Iannicca mentioned that he is unaware of this. He asked D. Farrace to forward this information to Superintendent Papaloni. C. Koczmar stated that she believes that many years ago students may have been asked to stay at home to forego suspension, she is unaware if this still happens today. Trustee Bruno Iannicca would like data on the age of the children. L. Dowson added that parents sometimes keep their children home because their children are difficult to control. The parents feel that they don't have a choice but to pick up their children. This exclusion is difficult for parents. She mentioned that ERWs are being attacked at schools and therefore this is discouraging workers from entering this field. Superintendent Papaloni answered that she will see if there is information on this.

I. Future Meetings

March 20, 2024

April 17, 2024

May 15, 2024

June 12, 2024

CARRIED

J. Adjournment

Moved by C. Koczmar

THAT THE MEETING BE ADJOURNED AT 8:42 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 3

**RECEIPT OF THE MINUTES OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,
MARCH 20, 2024**

MINUTES

Special Education Advisory Committee Meeting

Wednesday, March 20, 2024, 7:00 p.m. – 8:30 p.m.

Boardroom, Catholic Education Centre

Attendees:	Bruno Iannicca	Trustee - Chair
	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Heather Bialowas	Down Syndrome Assoc. of Peel: Caring Network - Representative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Liza Dowson	Ontario Association for Families of Children with Communication Disorders - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Christine Koczmara	Community Living Mississauga - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Debbie Hammond	Dufferin-Peel Educational Resource Workers' Association - Representative
	Andrea Isaac	OECTA Elementary - Alternative
	Laurie-Anne Clark	Member at Large, Central Committee for Catholic School Councils
	Paula Dametto-Giovannozzi	Alternate Trustee
Regrets:	Luz del Rosario	Alternate Chair
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Shanna Walsh	Down Syndrome Assoc. of Peel: Caring Network - Alternative
	Pam Boniferro	Dufferin-Peel Educational Resource Workers' Association - Alternative
Staff:	Sabrina Baiana	Coordinator, Diverse Learning Needs
	Tammie Cameron	Consultant, Diverse Learning Needs
	Sharon Chambers	Principal, Vice Principal Association, Elementary
	Joanne Dean	Chief, Speech/Language/Hearing/Vision
	Marisa De Oliveira	OECTA Secondary - Representative
	Clementine D'Souza	Consultant, Secondary Transitions and Diverse Learners
	Pina Grosso	Chief of Social Work
	Christiane Kyte	General Manager, Clinical Services and Spec Education
	Cristine Pergotski	Association of Professional Student Services Personnel
	Laura Pincente	Coordinator, Secondary Transitions and Diverse Learners
	Laura Odo	Superintendent representative
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Kristie Boily	Consultant, Special Education and Learning Services
	Alexandra Lawrence	Coordinator, Special Education and Learning Services
Recorder:	Katherine Magee	Executive Assistant, Special Education and Learning Services

A. Routine Matters

1. Call to Order and Attendance
Chair Bruno Iannicca called the meeting to order at 7:00 p.m.
2. Opening Prayer - M. Del Rosario
3. Land Acknowledgment - L. Papaloni
4. Approval of Agenda

THAT THE AGENDA BE APPROVED.

CARRIED

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, February 21, 2024

THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, FEBRUARY 21ST, 2024, BE APPROVED.

CARRIED

6. Previous Business – Nil

B. Presentations and Staff Reports

1. Together We Are Better: S. Baiana, M. Sciucco

Superintendent Papaloni introduced S. Baiana, Coordinator, Special Education to open the presentation. S. Baiana welcomed M. Sciucco, ERW for BECDM Family of Schools, and invited her to speak about the Together We Are Better contest. M. Sciucco shared her work with the students at Blessed Michael J. McGivney Elementary School. Together with the students with exceptionalities and their classmates, everyone learned about the needs of the students to make learning more successful. They created a booklet with all the students contributing how they helped the students with exceptionalities to make their day better. She passed the book around to the committee to review.

Lisa Papaloni commented that this was a great way to help raise awareness of the needs of students with exceptionalities. She asked how the board could create more opportunities such as this for students to learn through such projects. M. Sciucco answered that this is being done by observing the classroom and when she assists the students with exceptionalities, she will involve the other students to increase their understanding and have them participate and help the student. Lisa Papaloni asked if all ERWs had this same goal and techniques when working in the classroom. M. Sciucco answered yes, all ERWs have the same goal. She explained that it will be modified depending on the student. L. Dowson also agreed that this method is very encouraging. She asked about her training to have this exceptional ability to bring students together. M. Sciucco answered that she had her DECE certification as well as taking the modules required by the board. ERWs are trained to observe and offer help as needed in the classroom and promote inclusivity. D. Farrace wanted the ERW to be invisible in the classroom while students interacted with each other. She also agreed that the work that ERWs provided is amazing. She agreed that it is great to

start teaching this early so that the children continue being inclusive as they get older. She liked how the contest promoted inclusivity and asked how such activities can be incorporated regularly into the classroom. Superintendent Papaloni answered that our schools consistently promote inclusive activities where all children are made to feel like they are a part of the community. Instead of highlighting differences, we highlight how they can work together to support each other and make each other stronger. Trustee Bruno Iannicca added that each school has many events and projects to encourage inclusivity. M. Sciucco agreed that each school has ongoing activities throughout the year, similar to this contest.

2. Social Work Presentation: P. Grosso

Superintendent Papaloni introduced P. Grosso, Chief of Social Work, to present. P. Grosso mentioned that March 4th was Social Work Week. The theme was Social Work Opens Doors. She discussed the support provided by the Social Work department to families and students. They also collaborate with community partners to bring services to these families and students. Social workers also support students to help improve school attendance. They provide tips to schools and students to support positive attendance. Posters and newsletters are also distributed to encourage attendance. Another way the Social Work department helps the community is to promote self-care for parents and caregivers.

L. Dowson agreed that self-care is very important. She believes that a support group for parents would be beneficial. P. Grosso agreed that parents need to join these groups that are formed by the communities. D. Farrace mentioned that some schools have had these groups in the past and wanted to know if there are any currently. Superintendent Papaloni answered that these would be through the schools, and she does not have the information on this. P. Grosso also mentioned that parents need to connect with other agencies to find out if they offer any programs. Lisa Papaloni asked how a parent can access the Social Workers at school. P. Grosso answered that the parent or student can request this through the principal. Lisa Papaloni asked how the school's Social Worker schedules time with the students. P. Grosso explained that the Social Worker has a schedule for being at the schools, but this can vary depending on the students' needs. M. Del Rosario asked how the CYW's role varies from the Social Worker. P. Grosso explained that sometimes their roles overlap, but they each provide services to students. Social Workers are more oriented towards family services. L. Dowson asked what is recommended to parents when attendance becomes an issue. P. Grosso answered that Social Workers are there to support and listen to the students and see if they require additional resources and services. C. Koczmar asked how many Social Workers are on staff. P. Grosso answered that there are currently 43 Social Workers. This ensures that every school has access to one. C. Koczmar asked how many are full-time. P. Grosso answered that there are approximately 39 full-time Social Workers.

C. Budget

Trustee Bruno Iannicca mentioned that the next budget meeting for parents is online on April 24th.

D. Reports from Trustees for Receipt

Trustee Bruno Iannicca mentioned that the council meeting will follow after the budget meeting on April 24th at 6:30p.m. Also, the current uniform policy requires 75% to agree to the policy. The new policy, subject to input, will only require 60%. Elementary PA days have been matched to Peel board's for 6 out of the 7 days for next year to prevent buses from running empty. Secondary was

matched 7 out of 7 days. Afternoon busing for exams was cancelled. Long Term Disability is still a challenge, and we continue to work with the province. The province wants to take any money from properties to cover this deficit. The school board wants to use funds towards outdated Chromebooks. Last month's PROGrant presentation on the book See Me For Me was very exciting. Trustees want this book provided to all schools. It is important to teach this to children in kindergarten to grade two, before they form opinions.

E. Information/Reports from Community Associations

1. Autism Ontario Presentation: T. Jewell

Superintendent Papaloni introduced T. Jewell from Autism Ontario to present. T. Jewell listed three resources available to parents. OAP (Ontario Autism Program), a provincially funded program for children with Autism. *AccessOAP*, an independent organization funded by the Ministry of Children, to help families access autism services. *Autism Ontario*, a charitable organization. She explained that Autism Ontario supports, represents and advocates for people across the province. They do this by providing information, supporting research, implementing programs and services to support the families and children with autism. She discussed the values they follow. T. Jewell outlined the programs, resources and services offered. Adult services are also provided. April 2nd is World Autism Day and April is Autism Month.

M. Del Rosario asked how long the process takes to receive a diagnosis and receive assistance. T. Jewell answered that this depends on the support available. The wait time is quite a long time. There is some support available while waiting. L. Dowson mentioned that she was told recently the wait time was approximately 5 to 6 years. She also mentioned that Autism Ontario has some resources that she found very interesting. The workshop mentioned that emptying the classroom while a child is having a meltdown brings the child shame. L. Dowson wanted to know if these workshops can be shared with school boards so that the classroom is not emptied during a meltdown to avoid embarrassing the child. T. Jewell agreed that it might be traumatic for the child. It is best to try to avoid the situation by noticing triggers. They do offer training to boards. She could share this information if anyone wanted to connect with her. She also congratulated the Dufferin-Peel School Board for their resources created for students by students. It is a very creative way to bring awareness to students. L. Dowson said there is new information coming out about Autism and it's important to stay updated. C. Koczmar asked if the presentation can be sent to the committee. T. Jewell said she will send this. D. Farrace asked how she can connect with her to receive these resources. T. Jewell provided her email to contact. C. Huxtable thanked T. Jewell and her organization for the services which they are providing. She asked what is available after 18. T. Jewell mentioned that they should connect with their regional staff team for resources. Also, she will look into it further and send the information to Katherine. C. Koczmar asked if there was any flexibility in the youth programs that limit the age to 18. T. Jewell said that some programs are strict depending on who they have the funding agreement with. Programs that are run through community fund-raising are more flexible. Parents will have to contact the program to confirm.

2. Down Syndrome Day: H. Bialowas

Superintendent Papaloni introduced H. Bialowas from Down Syndrome Association of Peel. H. Bialowas mentioned World Down Syndrome Day is on March 21st. People can wear mismatched socks to celebrate this day. There are many events and activities happening.

F. Information and Correspondence

1. Letter from Durham Catholic District School Board to the Minister: Superintendent Papaloni
Moved to April's SEAC meeting.

G. Communication - Nil

H. Questions Asked by Committee Members

C. Huxtable advised that March 26th is Epilepsy Purple Day.

L. Dowson mentioned that she represents parents through her organization Ontario Association for Children with Communication Disorders. She had a question from a parent. Recently, there was a change in communication classes in certain schools, where they are now only available for children with Autism. Is there any information on this? Superintendent Papaloni answered that through surveys, it was determined that the largest need for this is with Autism Spectrum. Students currently in the classes will continue in them, but these new classes will be only for Autism. L. Dowson asked if the Speech Language Pathologist was involved in this discussion. Superintendent Papaloni answered yes, they were. What happens if a student has Apraxia but not Autism? Superintendent Papaloni answered that the student will still get the support they need, even if they are not in this class. L. Dowson mentioned that she donated her See Me For Me book to the school library to share it with the community. She asked how to get information on the Community Bulletin. Superintendent Papaloni answered to contact the Communications department. She mentioned that a change happened with the meeting format where the public can no longer ask questions. She asked if this could be discussed and reinstated. This would allow greater inclusion. Superintendent Papaloni answered that in a typical board meeting, if someone has a question, they will go to their trustee to bring it forward. In this instance, they can go to an organization's representative to bring their question forward, or to Trustee Bruno Iannicca. C. Koczmar asked why it was removed. Superintendent Papaloni answered that practices were reviewed, and any formal meeting required by the Ministry must follow the Ministry's requirements. L. Dowson asked if all the SEACs follow this rule. Superintendent Papaloni answered that she cannot say if other school boards are following the rules, but this school board does follow the rules. C. Koczmar asked if there are any other classes that have changed. Superintendent Papaloni answered that currently no. But as classes are reviewed over the next couple of years, there may be more changes. The needs of the students can change, and they have to be met. C. Koczmar asked if SEAC can be informed of these changes. Superintendent Papaloni said yes. L. Dowson asked how families are informed about such classes. Superintendent Papaloni said that the Family of Schools Consultant would inform the principal if they felt the child would benefit from it, who would then inform the families about this class through a meeting. L. Dowson asked if the classes are only in specific schools. Superintendent Papaloni answered that they are in specific schools within each Family of Schools and the parents would have to decide if they wanted to enroll their child in the class.

I. Future Meetings

April 17, 2024

May 15, 2024

June 12, 2024

J. Adjournment

Moved by C. Koczmaro

THAT THE MEETING BE ADJOURNED AT 9:10 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 4

**RECEIPT OF THE MINUTES OF THE
CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS MEETING,
FEBRUARY 5, 2024**

MINUTES

Central Committee for Catholic School Councils (CCCSC)

Monday, February 5, 2024, 7:00 p.m.

CEC – Board Room

Members Present:	Dominique Darmanin-Sturgeon	Chair and Brampton West Secondary Representative
	Karen Dancy	Vice-Chair and Brampton North East Secondary
	Thomas Thomas	Trustee
	Herman Vioria	Alternate Trustee
	Adrian Scigliano	Superintendent
	Brian Diogo	Superintendent
	Laurie-Anne Clark	Mississauga Brampton Central Secondary Alternate, SEAC Rep
	Paul Basran	Principal/Vice-Principal Elementary Association
	Diana Speranza	Principal/Vice-Principal Secondary Association
	RoseMarie Pazzelli	Principal/Vice-Principal Elementary Association
	Jennifer Cazabon	Mississauga Brampton Central Secondary
	Natasha Kovar	Mississauga East Elementary
	Catherine Rivera	Mississauga East Secondary
	Amanada Le Blanc	Mississauga North Elementary
	George Ling	Mississauga North Secondary
	Yvette Lemonius	Mississauga South Secondary
	Diana Carlesimo	Mississauga South Elementary Chair, OAPCE Director
	Maria Commisso	Dufferin-Peel Elementary Unit OECTA
	Thomas Murphy	Dufferin-Peel Elementary Unit OECTA
	Sheena Tennesse	Brampton North East Elementary
	Anthony Marchao	Brampton West Elementary
	Sunny Kanabe	Brampton East Caledon Dufferin Malton Secondary
Recorder:	Angela Charette	Executive Assistant

A. Routine Matters

1. Chair Dominique Darmanin-Sturgeon called the meeting to order at 7:00 p.m.
2. Prayer led by Superintendent Scigliano
3. Land Acknowledgement - Superintendent Diogo

4. Welcome and Introduction
 - a. Welcome and Declaration of CCCSC Representatives
 - i. Declaration of Conflict of Interest - Nil
 - b. Declaration of Alternates by Family of Schools

Karen Barnett-Myers	Mary Boulos
Mike Brunetto	Kyla Lepore
Tania Prsa	
 - c. Identification of Observers and Guests

Anthony Cardamone
5. Approval of Minutes, December 7, 2024

Moved by Karen Dancy

Seconded by Yvette Lemonius

THAT THE MINUTES OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, DECEMBER 7, 2024, BE APPROVED.

CARRIED

5. Approval of Agenda, February 5, 2024

Moved by Catherine Rivera

Seconded by Laurie-Anne Clark

THAT THE AGENDA OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, FEBRUARY 5, 2024, BE APPROVED.

CARRIED

- a. Business Matters - Nil
- B. Presentation – MYSP Discussion – Mehek Arif, Researcher, Equity, Policy, Strategy, and Safe Schools**
 - i. New MYSP- under development over past year- posted on DPCDSB website- more media distribution forthcoming
 - ii. Two Focus Groups- evaluate quantitative information- CCCSC and SEAC, BCAC and Indigenous Education advisory councils, along with students- three names from CCCSC decided last month with preferred dates to join
 Superintendent Scigliano: Responding to Karen Barnett Myers, the sharing of data will be further looked into, for distribution of information- advisory councils will have previous access to all information

Responding to Mike Brunetto, Mehek Arif clarifies boards cannot be compared across province, better achievement will look differently across boards, Ministry may suggest types of information to be asked

Superintendent Scigliano clarifies for Karen Dancy that parents do not assist in completion of Math Attitude and Behavior survey- data is entered anonymously- data pooled- professional learning communities use this data in their work to measure the effectivity of the work being completed in the Math PLC and survey completed again, data revisited- age-appropriate surveys- observations made through intentional work in mathematics, work to have sound mathematical practices- attitude and behavior survey- survey designed to look for gaps- data shared broadly when available

B. Standing Items

1. Trustee Report – Thomas Thomas and Herman Vilorio

- i. DPCDSB schools hosting engaging events to celebrate Black History Month- Black Futures Speakers Series, author read-alouds, workshops- Black futures expanded to include interviews with Black entrepreneurs in STEAM and Business
- ii. DPCDSB hosting virtual author read-alouds and workshops in elementary and secondary – DPCDSB encouraging all educators to commit to learning and teaching Black History year round
- iii. Director of Education required by Ministry of Education to produce annual report that outlines how DPCDSB met goals of Board of Trustees MYSP- how DPCDSB met Ministry goals on Equity and Inclusivity over past year
- iv. Report included in December 12, 2023 Board of Trustees meeting agenda- DPCDSB committed to Catholic learning environment- informed by principles of acceptance, support, inclusion to all learners- available on board website
- v. DPCDSB required to operate under Multi-Year Financial Recovery Plan since 2020- 2021- work with Ministry to on unsustainable Long-Term Disability (LTD) plan and growing deficit position- challenges include enrollment decline, and fully paid LTD plan- \$36.5 million compliance deficit
- vi. Revised capital budget \$75.5 million- School Renewal (SR) and School Condition Improvement (SCI) utilized to address urgent needs and keep schools in good repair
- vii. COVID19 Resilience Infrastructure Stream (CVRIS) funding allowed DPCDSB to invest measures including enhanced air ventilation, new water bottle refill stations
- viii. Capital funding approved from Ministry of Education for replacement of St. Anne Catholic School and new Mount Pleasant CES Brampton
- ix. Ministry of Education continues to modernize Ontario's curriculum- transferrable skills- revised curriculum and courses for 2024- will be available for parents on Curriculum and resources website- Ministry finalizing call for proposals to develop resources that support implementation for upcoming year

- x. Business Studies, grades 9 and 10, Building and Entrepreneurial Mindset grade 9 open, Launching and Leading a Business grade 10 open, Technological Education grades 9 and 10, Technology and Skilled Trades grade 9 and 10 open, Career Studies grade 10 open
- xi. Kindergarten registration open – all elementary schools accepting online registrations- students must be 4 years of age by December 31, 2024- registration time flexible, registration affects staffing
- xii. St. Sofia registrations paused for 2024-2025 school year except for new JK students with cap of 60 students- SK to grade 8 registration communicated early January 2024
- xiii. St. James Catholic Global Learning Centre Kindergarten Registration- visit St. James website
- xiv. Parents encouraged to use Peel Region and Dufferin County Find My School tools or contact DPCDSB Planning Department
- xv. Flexible boundaries required to contact school offices directly
- xvi. DPCDSB hosted information session to support entry of planning and transition of students with differing abilities- may include but not limited to blind low vision, hearing, speech, autism, physical/medical/ and or developmental delays
- xvii. Minister Lecce addressed Trustees- advancement in technology, AI- useful tool, but monitored and controlled, cell phone use mentioned in secondary- distraction- policy mentioned on controlled use, vaping larger issue and smoke alarms addressed
- xviii. New school construction- 7 years typically to begin- Lecce has cut down timeline 2 to 3 years now as he has cut down on timelines
- xix. Curriculum policy for review every 5 years- grade 9 and 10 students now have required tech course- limited pathways in past
- xx. Severe shortage of FSL and skilled trades students- looking into 1 and half years of teacher's college, rather than 2 years

Superintendent Scigliano clarified that Ministry of Education destreaming of Math came on onset of new math curriculum –destreaming introduced in fall of 2022- De-streaming introduced as result of overrepresentation of particular groups based on race and learning needs in applied pathways. Destreaming provides opportunity to allow time to better assess appropriate stream- keeps pathway options open. As schools continue to offer destreamed courses educators find efficiencies to ensure we are meeting the needs of all students.

Superintendent Scigliano clarified that many publishers moving to digital formats

2. Superintendent Report- Adrian Scigliano

- i. Lent begins- February 14th Ash Wednesday, Lenten season through Easter Monday April 1st

- ii. PD Day change- originally May 17, 2024 rescheduled to Monday April 8th due to solar eclipse- begin 2 pm and end at 4 pm- looking directly at sun can lead to eye damage and loss of site- health and safety of student's priority in decision communication with co terminus boards- some boards not affected at all due to geographical regions- school dismissal times affected decision
- iii. January 18th CCCSC Matt Richardson presentation well attended- opportunities being investigated for secondary students- work closely with community partners
- iv. Guest speaker forthcoming on cannabis and vaping
- v. CCCSC possibly to transfer \$10,000 to Equity and Indigenous Education department to support initiatives, activities, and parent engagement- significant amount of guest speaking to engage communities and other initiatives- CCCSC received \$75,000 funding from Ministry- \$25,000 transferred to SEAC
- vi. Costs include guest speakers, Advent dinner, refreshments- separate amount from PRO Grant sent to each school prior - \$500 per CSC- remainder of funds could be used for resources- Equity department works through BCAC and Indigenous Advisory committees on resources

Superintendent Scigliano will investigate Yvette Lemonius request for council members that hold different positions, possibly meeting to network

Superintendent Scigliano, responding to Karen Barnett- Myers, will take back suggestion that parents in different geographical regions may have different requests and needs- information brought back from CCCSC Advisory committee and parent voice- possibility of liaisons with other committees in the board- continued discussions

Chair Dominique Darmanin-Sturgeon advises committee members to carry on with agenda items- agenda items can be sent ahead of time to Chair Dominique Darmanin-Sturgeon and Superintendent Scigliano- agenda is communicated one week prior and opportunities to add to agenda ahead, and respect to time

Superintendent Scigliano will look into request from Karen Barnett-Myers, that release of census data be presented to CCCSC

3. **Ontario Association of Parents In Catholic Education (OAPCE) Report- Diana Carlesimo**

- i. January edition of Parent-to-Parent Press on website
- ii. April Regional Conference information posted
- iii. Fully Alive Zoom with Catholic bishops- input requested- parent letters sent out regarding Fully Alive- parents want to know what is being taught to children
- iv. Virtual Meeting regrading AI technology- parent engagement session will be opened up

- v. OAPCE report will be shared with CCCSC
- vi. Training videos on DPCDSB site re-activated and available to members- some videos more scripted, and agenda based- some more question and answer- suggestion to have a bit of both

4. Special Education Advisory Council (SEAC) Report- Laurie-Anne Clark

- i. MYSP discussions presented prior
- ii. Upcoming SEAC meeting on February 21st, 2024

5. Diocesan/Parish Representative Report- Gabriel Ogundele

- i. Parish Reps hold traditional position on School Council- confirming reps meet with principals, would like to bring reps together to network
- ii. Possible opportunity for Bishop to come and speak to reps later in year
- iii. Availability to speak to Parish reps- Gabriel to follow up with Angie on sending an invitation to parish reps

C. Information/Committee Updates

1. Correspondence- Dominique Darmanin-Sturgeon

- i. Monday, January 22nd attended the PIC Chairs and School boards, Ministry of Education shared information on 'Bullying- we can all help stop it' slide deck will be forthcoming once available- breakout sessions on different topics, and challenges in different communities- funding
- ii. Consensus on more Anti-Black Racism, Mental Health, online safety

Responding to Karen Dancy, Superintendent Scigliano clarified that more information forthcoming regarding CSC agendas and email addresses- memo sent out to principals, and opportunity to share messaging with communities first

Clarification requested from Natasha Kovar on ProGrant Funding carry over process, Superintendent Scigliano will update the CCCSC Advisory committee at March meeting

Responding to Catherine Rivera's question regarding follow up items, Superintendent Scigliano confirmed that follow up items will be addressed at next CCCSC meeting

6. CCCSC In Service Committee Report- Nil

D. Adjournment/ Closing Prayer

The Closing Prayer was led by Chair Dominique Darmanin-Sturgeon.

E. Future Meetings

Thursday, March 7, 2024

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 20, 2024 - Volunteer of the Year Award Presentation & final meeting of the school year

F. Adjournment

Moved by Sunny Kanabe

Seconded by Diana Carlesimo

THAT THE MEETING BE ADJOURNED AT 9:00 p.m.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 5

**RECEIPT OF THE MINUTES OF THE
CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS MEETING,
MARCH 7, 2024**

MINUTES

Central Committee for Catholic School Councils (CCCSC)

**Thursday, March 7, 2024, 7:00 p.m.
Catholic Education Centre
Boardroom**

Members Present:	Dominique Darmanin-Sturgeon	Chair and Brampton West Secondary Representative
	Karen Dancy	Vice-Chair and Brampton North-East Secondary
	Anisha Thomas	Trustee
	Adrian Scigliano	Superintendent
	Brian Diogo	Superintendent
	Laurie-Anne Clark	Mississauga Brampton Central Secondary Alternate and SEAC Representative
	Anisha Thomas	Trustee
	Diana Speranza	Principal/Vice-Principal Secondary Association
	RoseMarie Pazzelli	Principal/Vice-Principal Elementary Association
	Alexandra Sikorski	Mississauga Brampton Central Elementary
	Jennifer Cazabon	Mississauga Brampton Central Secondary
	Natasha Kovar	Mississauga East Elementary
	Catherine Rivera	Mississauga East Secondary
	Amanada Le Blanc	Mississauga North Elementary
	Diana Carlesimo	Mississauga South Elementary and OAPCE Director
	Maria Commisso	Dufferin-Peel Elementary Unit OECTA
	Thomas Murphy	Dufferin-Peel Elementary Unit OECTA
	Sheena Tennesse	Brampton North East Elementary
	Anthony Marchao	Brampton West Elementary
	Stacey Budd	Brampton East Caledon Dufferin Malton Elementary
	Sunny Kanabe	Brampton East Caledon Dufferin Malton Secondary
Recorder:	Angela Charette	Executive Assistant

A. Routine Matters

1. Chair Dominique Darmanin-Sturgeon called the meeting to order at 7:00 p.m.
2. Prayer led by Superintendent Scigliano
3. Land Acknowledgement - Superintendent Diogo
4. Welcome and Introduction
 - a. Welcome and Declaration of CCCSC Representatives
 - i. Superintendent Scigliano thanked CCCSC members for suggestions that were brought forward as topics for the agenda. Many of the suggested topics will be addressed, and suggestions brought forward were noted to be pertinent discussions and not single school issues. Superintendent Scigliano provided a reminder that issues that come up in a school community are to be supported by the school principal and local Family of Schools superintendent. CCCSC meetings are not the appropriate venue for these issues and noted that people are respectful of this request and thanked members for following the process.
 - i. Declaration of Conflict of Interest - Nil
 - b. Declaration of Alternates by Family of Schools

Mary Boulos	Mike Brunetto
Juanita Celenza	Kyla Lepore
Tania Prsa	Karen Myers-Barnett
 - c. Identification of Observers and Guests

Anthony Cardamone	Stephanie Ponte
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 - d. Approval of Minutes, February 5, 2024

Moved by	Sunny Kanabe
Seconded by	Jennifer Cazabon

THAT THE MINUTES OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, FEBRUARY 5, 2024, BE APPROVED.

CARRIED

5. Approval of Agenda, March 7, 2024

Moved by	Alexandra Sikorski
Seconded by	Sunny Kanabe

THAT THE AGENDA OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, MARCH 7, 2024, BE APPROVED.

CARRIED

- a. Business Matters - Nil

**B. Presentation: Assistant Superintendent - Kevin Wendling
Math Achievement Plan**

- i. Math Achievement Action Plan- Province mandated that Ontario school boards create a Math Achievement Action Plan based on core priorities- Curriculum Fidelity, Math Content Knowledge, and Measurable Results- progress may vary
- ii. Key Performance Indicator- with three priority actions, board requires strategies that are measured at board level and classroom level- data that is assessed
- iii. Math resources have been purchased- ensure that tools are being used and how are students reacting- board measures when the tools are being used
- iv. Ministry selected and identified 35 Priority Schools- grade 3, 6 or 9 classrooms with underachieving math data through EQAO scores- schools receive a math facilitator who assists classrooms- 9 facilitators supporting schools
- v. Student Achievement data, student attendance- Ministry suggests if a student misses more than 10 days, learning is affected and creates gaps
- vi. Student, teacher, and principal survey conducted in January- focus on math with attitudes, digital tools, learning- usage data regarding tools
- vii. Primary students surveyed- attitudes became more negative as grades increased- basics are needed to be learned- math is in architecture, art, business, and everyday life
- viii. Student confidence observed to be lower in math- teachers are working to ensure they know their learners- parents can assist with math in everyday life through board games, card games, cooking, and counting
- ix. Ministry website offers high impact strategies for mathematics- including background knowledge, modeling
- x. Students discussed the importance of explaining how they come up with answers
- xi. Ministry supported 150 subsidies for teachers to take AQ courses – additional subsidies given- AQ courses focus on methods of teaching, how to reach students
- xii. Priority schools are seeing positive movement- attitude surveys- Research department puts together scale score- math engagement, learning environment, manipulatives and technology in math instruction went up 6-8 percent with math facilitator- beginning stages of data
- xiii. Three reports submitted to the Ministry- Trustees receive update- feedback given from groups

1. Responding to Alex Sikorski's question that there are multiple ways of teaching, and if parents can be self-taught, Superintendent Wendling clarified that there are in fact multiple ways of teaching, and therefore multiple ways to answer questions- recommendation to speak to classroom teacher and clarifying what method or perspective is being taught- no textbooks- additionally there are resources on board website- lessons available on YouTube
2. Responding to Jennifer Cazabon, Superintendent Wendling commented that communication and knowledge questions need to be clear- students encouraged to speak to teachers when struggling- categories in curriculum guides- rubrics
3. Superintendent Diogo: Professional Learning Communities- grade 2 and 5 teachers board wide are using the same questions- focus on those years attitudinal data- high school de streamed grade 9 math more like grade 8- full spectrum being taught in elementary- building the bridge
4. Superintendent Wendling: Math facilitators jobs require diagnostic testing on where gaps are- Program department facilitators looking at gaps across all curriculum- social aspects involved from grade 9 to 12
5. Responding to Karen Myers- Barnett, Superintendent Wendling discussed math pathways – teachers encouraged to know their learners so students not struggling in courses- students choosing courses and parents encouraged to advocate with course selection- Math Achievement Plan working to close gaps
6. In response to Karen Myers-Barnett regarding priority schools, Superintendent Wendling confirmed that priority schools are not published- teachers, and student community may cause embarrassment- EQAO, and attendance affect- year to year this may change with supports- it also labels schools
7. Principal Diana Speranza: Identifying schools and then providing supports may take the school out of being a priority school- then this label does not follow the students
8. Superintendent Scigliano, responding to Juanita Celenza: Teachers are engaging in specific professional board wide communities that focus on primary, junior and secondary work across the board
9. Superintendent Wendling: Spring survey will come out, parents encouraged to share opinions

B. Standing Items

1. Trustee Report – Anisha Thomas

- i. This month's virtue of kindness reminds us that the gift of Christ is upon us
- ii. Season of Lent- called to draw closer to Christ throughout 40 days of Lent- as Catholic school communities, we are grateful for continued partnership of parish priests, who support our students' faith formation during this Holy time of the liturgical calendar

- iii. Ministry of Education expected to announce the 2024-2025 Grants for Student Needs- budget planning process starts well before release of GSN at end of March- stakeholders well informed with a live budget information webcast Wednesday, April 24, 2024
- iv. 2024-2025 Modified School Year Calendar- Ontario Regulation amended to 364/15 identifies that every school shall include a minimum 194 school days, seven Professional Activity days and a maximum ten examination days. Ministry directive required consult from Board of Trustees, Elementary and Secondary Units of the Ontario English Catholic Teachers Association, Elementary and Secondary Principals' and Vice- Principals Associations, Central Committee for Catholic School Councils through both elementary and secondary representatives, board staff and co-terminus school boards. Cost savings through transportation will be attained through alignment with co-terminus board. Six of seven Elementary PA days and seven of the seven Secondary PA days are aligned with co-terminus board. A draft of 2024-2025 Modified School Year Calendar submitted to Ministry for approval
- v. DPCDSB selects alumni from secondary schools and celebrates them through Distinguished Alumni campaign. Graduated recognized for valuable and unique contributions in careers, pathways and communities- board is currently accepting nominations- due date April 4, 2024
- vi. Remote learning option continues for the 2024-2025 school year for elementary and secondary- host schools will continue to be Our Lady of Lourdes Catholic Elementary School, and St. Paul Catholic Secondary School- a communication bulletin sent out to parents/guardians regarding interest and instructions on how to register
- vii. Newly elected student Trustees for the 2024-2025 school year are North Student Trustee Jia Sharma from St. Marguerite d'Youville, South Student Trustee Raheen White from St. Marcellinus, and Indigenous Student Trustee Bailey Clyne from Our Lady of Mount Carmel.

Suggestion from Karen Dancy to have Student Trustees attend a future CCCSC meeting

Superintendent Scigliano: Copies of the Trustee report are being provided, after consultation with Trustee Thomas Thomas

2. Superintendent Report- Adrian Scigliano

- i. Topics brought forward as agenda items will be discussed- CCCSC meetings not venue for localized school discussions, but questions could be discussed separately at another time
- ii. Executive Superintendent Vecchiarino will attend the April 11th CCCSC meeting to present Student Census Data
- iii. Parent Engagement Funding- met with Chief Financial Officer to verify- email provided says the \$500 funds can be rolled over- typical plans are funds should be intended to be spent by August 31st, but could be rolled over

- iv. Guest speaker parent engagement sessions- Cannabis and vaping- through suggestion of Peel Public Health and CAMH, currently going through the guest speaker protocol and aiming for end of April or beginning of May for a presentation

Diana Carlesimo suggests month of May might be difficult due to sacraments- Superintendent Scigliano will investigate this
 - v. Equity department to be transferred \$10,582 to provide picture books in elementary schools that reflect diversity in schools- Black and Indigenous authors- distributed as a 5-book package- books representative of students in schools
 - vi. CCCSC given a budget of \$70,500- expenditures include \$25,000 to SEAC department, \$10,582 to Equity department, \$7200 on the Chairs evening that went back to the Hospitality department, meeting refreshment items, Matt Richardson presentation, and planned expenditures. Liturgical tokens. The \$500 ProGrant Funding is separate funding to each school that does not come out of the \$75,000- Superintendent Scigliano to look into the SEAC expenditures-
 - vii. Volunteer of the Year Award information sent out- costs associated with this function- opportunity until May 10th to bring forward names- Chair and four volunteers sit on a committee
- Jennifer Cazabon: Decrease in activity fee has taken out cost of religious retreat and yearbook fees- request for Superintendent Scigliano to look into encompassing those fees back into a student activity fee
 - Superintendent Scigliano, responding to Jennifer Cazabon, will look into possibility of students to participate in school fundraising that does not breach the cafeteria contracts that are in place
 - Responding to Karen Myers-Barnett, Superintendent Scigliano will investigate facilities at St. Martin Catholic Secondary School in reference to the regional sports program
 - Karen Myers-Barnett: Link will be forthcoming for OFFSA and students with exceptionalities

3. Ontario Association of Parents In Catholic Education (OAPCE) Report- Diana Carlesimo

- i. OAPCE Regional conference to be held April 13th- registration open to everyone- links will be forthcoming
- ii. Request for local vendors for the OAPCE conference
- iii. OAPCE can now be followed on @OAPCE85 and on X @OAPCEONTARIO
- iv. Parent 2 Parent Press- <https://oapce.org/parents-4-parents/>
- v. Upcoming meeting on May 29th – virtual may move to in person

4. Special Education Advisory Council (SEAC) Report - Mike Brunetto

- i. Feb 21st SEAC meeting- Tanya Gallway presentation- Diverse Learning - mental health, stress management and resiliency – walkthrough of website and how to navigate supports

- ii. Uniform voting- discussions ongoing
- i. Discussions regarding shortage of support workers- petition forthcoming to Minister Lecce- HR department actively working on shortages

5. Diocesan/Parish Representative Report- Gabriel Ogundele- Nil

C. Information/Committee Updates

1. Correspondence- Dominique Darmanin-Sturgeon

- i. Ministry of Education shared a Parent's Guide to Educational System- guide covers how students are doing in school, learning about suspension and expulsion process, attending school council meetings, or parent involvement meetings, specialized supports to help students succeed- efforts to increase transparency and accountability in the school system
- ii. St. Edmund Campion hosting Dr. ABC through Black Excellence- Dr. ABC has done a lot of work with DPCDSB- Brampton schools will be invited- flyer will be forthcoming

Responding to Diana Carlesimo's question if the board is ensuring that all principals are following process regarding suspensions and expulsion, Superintendent Scigliano confirmed that Safe Schools information sessions are viewed each month at Family of Schools meeting to ensure consistency

6. CCCSC In Service Committee Report - Nil

D. Adjournment/ Closing Prayer

The Closing Prayer was led by Chair Dominique Darmanin-Sturgeon

E. Future Meetings

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 20, 2024 - Volunteer of the Year Award Presentation & final meeting of the school year

F. Adjournment

Moved by Karen Myers- Barnett

Seconded by Jennifer Cazabon

THAT THE MEETING BE ADJOURNED AT 9:00 p.m.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 1

LETTER OF RETIREMENT KYLIE ROBERTO-RICHARDSON, PRINCIPAL



7640 Anaka Drive, Mississauga, Ontario, L4T 3H7

TEL: (905) 676-1287 FAX: (905) 678-7177

March 25, 2024

Marianne Mazzorato
Director of Education
Dufferin-Peel Catholic District School Board

I would like to inform you that it is my intent to retire from my position as Principal of Ascension of Our Lord Catholic Secondary School effective June 30, 2024.

I have thoroughly enjoyed my time in the Dufferin-Peel Catholic District School Board which began as a student over 50 years ago in 1972 at St. Louis Catholic Elementary School. I was blessed to continue my education as a student under the leadership of extraordinary principals including: John Bottrell, Leonard Barecca, and Edward King. I graduated from St. Martin Catholic Secondary School in 1985.

While married and expecting my first child, I returned to the Dufferin-Peel Catholic District School Board as an Emergency Instructor and a Long-Term Occasional teacher in 1989.

I was hired as a permanent secondary teacher in 1997 at St. Francis Xavier SS. Working as a Mathematics and Special Education Resource Teacher, Department Head of Academic Resource, and Board-wide consultant, I was blessed to work under extraordinary principals including Ezio Crescenzi (St. Francis Xavier CSS), Alex Tucciarone (St. Francis Xavier CSS), Maria Morizzio (CEC), and David Coules (CEC) before I ventured into leadership which began as Vice Principal at St. Thomas Aquinas Catholic Secondary School under Principals Casey Homick and Dan Compagnon. I continued to serve as a Vice Principal under the exceptional Principal leadership of Patricia Romero (Our Lady of Mount Carmel Catholic SS) and then Samuel Macaluso (St. Martin CSS) before being appointed in 2017 as Principal of Ascension of Our Lord CSS.

My dream was to follow in my father's footsteps and explore additional leadership opportunities by completing my Masters degree and additional qualifications courses. Unfortunately, a serious car accident prevented that possibility, but I have been blessed to serve the beautiful Ascension of Our Lord CSS community for the past seven years. The Ascension community has provided me with tenfold of the love and service that I have been able to provide for the community.

My three children Alyssa, Alexander and Samuel attended Dufferin-Peel schools - St. Clare, St. Christopher, and All Saints Catholic Elementary Schools and graduated from Loyola Catholic Secondary School before earning Post Secondary diplomas and degrees. Serving the students and staff in the Dufferin-Peel community has been an honour and one of the most special blessings in my life. I will always be grateful for having had the opportunity to work alongside dedicated professionals – sharing in the development of safe, caring and inclusive school communities, fostering student well-being and celebrating student achievement.

Sincerely,

Kylie Roberto-Richardson
Employee # [REDACTED]



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 2

**LETTER OF RETIREMENT
SANDRA REA, PRINCIPAL**



FATHER C. W. SULLIVAN CATHOLIC ELEMENTARY SCHOOL

"God, Friends and Learning"

62 Seaborn Road, Brampton, L6V 2C1

S. Rea	Principal	453-5020	M. Tavares	Head Secretary	453-5020
T. Peel	Superintendent of Schools	890-1221		School Fax	453-2963
Fr. Suresh Xavier	St. Anne Parish	453-1303	Anisha Thomas	Trustee	890-1221

Sandra Rea
[REDACTED]
[REDACTED]
[REDACTED]

April 10, 2024

Marianne Mazzorato, Ed. D.
Director of Education,
Dufferin-Peel Catholic District School Board
40 Matheson Blvd. West, Mississauga, ON
Mississauga, ON
L5R 1C5

Dear Marianne Mazzorato,

Kindly accept this letter as notification of my intention to retire, effective June 30, 2024.

It has been my honor to have served our students, families, and staff of Dufferin-Peel Catholic District School Board over the past 31 years. To be called and to serve in Catholic education has been an extraordinary experience. I have had the privilege to serve across the cities in Dufferin-Peel in my various positions as Teacher at Metropolitan Andrei and St. Oscar Romero, Vice-Principal at Canadian Martyrs, and Principal at St. Stephen and most recently Father C. W. Sullivan Catholic School.

Catholic education is a noble gift, and I remain hopeful for its future. I have been blessed to work alongside many dedicated, compassionate, and lifelong learners, including supportive superintendents, staff, students, families, parishes, community agencies and directors of education since 1993.

Being a product of the Dufferin-Peel Catholic District School system from kindergarten through secondary school and later being called to lead has left me with many fond memories and special relationships that I will always and forever hold close to my heart.

Sincerely,

Sandra Rea

Sandra Rea
Principal

c.c. Stephanie Strong, Superintendent, Human Resources and Employee Relations, Tammy-Lynne Peel, Superintendent of Education, Brampton West Family of Schools



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 3

**LETTER OF RETIREMENT
CHERYL CAUDURO, PRINCIPAL**



St. Rose of Lima Catholic School

4590 The Gallops Mississauga, Ontario L5M 3A9
(905) 828-4076 FAX (905) 828-4740

April 19, 2024

Stephanie Strong
Superintendent of Human Resources
Dufferin Peel Catholic District School Board
40 Matheson Blvd. West
Mississauga, ON
L5R 1C5

Dear Stephanie,

Please accept this letter as notice of my retirement from the Dufferin Peel Catholic District School Board effective June 30, 2024. I submit this letter following much consideration and with mixed emotions. While I look forward to enjoying retirement, I have truly enjoyed my time at the Dufferin Peel Catholic District School Board.

In particular, I will always remember how it felt to be welcomed, as a new teacher to the board, by Dr. Tom Davies and the many opportunities afforded to me over the years to grow and develop as a teacher, vice-principal and principal. I am grateful for the support and encouragement of so many wonderful and dedicated catholic educators and leaders during our time working together. I am most thankful for the many relationships I have built over the years.

I understand there is a process to follow regarding retirement. I offer my support to prepare for my replacement. I am also interested in supporting the organization on a contract basis if there is an opportunity or need.

Please let me know if you would like to meet to discuss my plans.

Sincerely,

Cheryl Cauduro
Principal
St. Rose of Lima Catholic School

CC: L. Odo, Superintendent Mississauga North Family of Schools



The Dufferin-Peel Catholic District School Board



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 4

2024 EDUCATION DEVELOPMENT CHARGES BY-LAW – SUCCESSOR BY-LAW PUBLIC MEETING

Regular Board Meeting
April 23, 2024
2024 EDUCATION DEVELOPMENT CHARGES BY-LAW – SUCCESSOR BY-LAW PUBLIC MEETING
Multi-Year Strategic Plan Values: Trust, Excel

“You came down also upon Mount Sinai, and spoke with them from heaven, and gave them right ordinances and true laws, good statutes and commandments.”

Nehemiah 9:13

BACKGROUND

Pursuant to Section 257.63 of the *Education Act*, the Dufferin-Peel Catholic District School Board (DPCDSB) is required to hold a public meeting as part of the process to pass a successor Education Development Charges (EDC) by-law and to inform the public about the DPCDSB education development charge proposal and solicit public input. The DPCDSB EDC Background Study is available on the board’s website.

The current EDC by-law, which was adopted by DPCDSB and took effect on July 1, 2019, is set to expire on June 30, 2024. Prior to the expiration of the subject by-law, DPCDSB must adopt a new EDC by-law in order to be able to continue to collect EDCs.

The primary purpose in implementing education development charges is to provide a source of funding for growth-related education land costs which are not funded by capital grant allocations under the province’s capital funding model. The funding is utilized to purchase new school sites and address site preparation requirements prior to construction (e.g. grading, soil remediation, etc.).

DISCUSSION

Watson and Associates Economist Ltd. is the consulting firm that has been retained to prepare DPCDSB’s EDC Background Study and will present the information provided in Appendix A.

CONCLUSION

DPCDSB is required to hold a public meeting as part of the process to pass a successor EDC by-law. The current EDC by-law is set to expire on June 30, 2024. A subsequent meeting is scheduled for the May 28, 2024, regular Board Meeting, at which time the obligations to consult will be concluded and a recommendation will be put forward for the passage of the EDC by-law.

Prepared by: Stephanie Cox, Manager of Planning
Joanne Rogers, Senior Planner
Mathew Thomas, Superintendent of Planning and Operations
Daniel Del Bianco, Associate Director of Corporate Services

Submitted by: Marianne Mazzorato Ed. D., Director of Education



Education Development Charges Public Meetings

Dufferin Peel Catholic District School Board

APPENDIX A



Public Meeting #2

The Proposed New EDC By-law

What Is The Existing Charge & How Is It Applied?



The Dufferin Peel Catholic District School Board (DPCDSB) has an existing (uniform) EDC by-law that covers the Region of Peel.

2014 EDC Rate:

\$1343 (residential) & \$0.56/SqFt (non-res)

2019 Calculated EDC Rate:

\$1096 (residential) & \$0.44/SqFt (non-res)

A legislative change several years ago, implemented an EDC phase-in that is subject to a yearly cap. The calculated 2019 EDC Rate was within the permitted maximum phase-in rate and was therefore not subject to any phase in or cap.

What Does A School Board Have To Do?



**Prepare an
EDC
Background
Study**

**EDC Study
Must Be
Available To
Public At
Least 2 Weeks
Before 1st Mtg.**

**Two Public
Meetings
Must Be
Held Prior
To Passing
A New EDC**

**EDC
Background
Study Must Be
Approved By
Minister of
Education**

Notice Of Public Meetings Must Be Provided At Least 20 Days Prior To Said Meetings

The Calculation



1. Demographics and enrolment projections determine need.
2. Legislation and Board planning determines the number of school sites required.
3. Land appraisals determine site acquisition costs.
4. Historical expenditures determine site preparation costs.
5. The reserve fund analysis determines existing EDC surplus or deficit.
6. The total costs determined are referred to as the total growth-related net education land costs – this is the amount for which EDC's are collected.
7. Board policies determine how the charge is implemented and collected (exemptions, non-residential allocation etc.)

Projected Enrolment & Qualification



A.1.1: CAPACITY TRIGGER CALCULATION - ELEMENTARY PANEL

Elementary Panel Board-Wide EDC Capacity	Projected Elementary Panel Enrolment						Elementary Average Projected Enrolment less Capacity
	Year 1 2024/ 2025	Year 2 2025/ 2026	Year 3 2026/ 2027	Year 4 2027/ 2028	Year 5 2028/ 2029	Average Projected Enrolment Over Five Years	
57,047.0	41,024	40,727	40,479	40,657	40,893	40,756	-16,291

A.1.2: CAPACITY TRIGGER CALCULATION - SECONDARY PANEL

Secondary Panel Board-Wide EDC Capacity	Projected Secondary Panel Enrolment						Secondary Projected Enrolment less Capacity
	Year 1 2024/ 2025	Year 2 2025/ 2026	Year 3 2026/ 2027	Year 4 2027/ 2028	Year 5 2028/ 2029	Average Projected Enrolment Over Five Years	
31,338.0	30,571	30,938	31,154	30,877	30,490	30,806	-532

A.2: EDC FINANCIAL OBLIGATIONS

Total Outstanding EDC Financial Obligations (Reserve Fund Balance):	-\$ 10,711,240 81
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The Residential Growth Forecast: 15 Years



	Total All Units
Mississauga	
Low Density	1,189
Medium Density	9,277
High Density	54,461
Total	64,928
Brampton	
Low Density	21,669
Medium Density	18,709
High Density	25,992
Total	66,370
Caledon	
Low Density	19,335
Medium Density	11,169
High Density	2,142
Total	32,646
Total Jurisdiction	
Low Density	42,193
Medium Density	39,155
High Density	82,595
Total	163,943

- Mississauga and Brampton have ~80% of the total forecasted units and Caledon the remaining 20%.
- Caledon accounts for 20% of the total units, but ~ 46% of the low-density units.
- The forecast has a density split of 26% low density units, 24% medium density and 50% high density.
- The residential forecast for the 2024 EDC has almost 53,000 more units than the 2019 forecast – with medium and high-density units accounting for the increase.

Net Growth-Related New Pupil Places



DPCDSB (Peel Region)			
Elementary		Secondary	
New Pupils:	15,940	New Pupils:	8,182
Less Available Pupil Places:	9,977	Less Available Pupil Places:	4,875
Total EDC Pupils:	5,513	Total EDC Pupils:	3,307

Legislated EDC Eligible Site Sizes



Elementary schools	
Number of Pupils	Maximum Area (acres)
1 to 400	4
401 to 500	5
501 to 600	6
601 to 700	7
701 or more	8

Secondary schools	
Number of Pupils	Maximum Area (acres)
1 to 1000	12
1001 to 1100	13
1101 to 1200	14
1201 to 1300	15
1301 to 1400	16
1401 to 1500	17
1501 or more	18

Appraised Land Values



Land values are based on appraisals by Cushman & Wakefield. Land values were provided for various low/medium density and high-density school sites. There was significant variation in site values due to geography and density.

- Low/medium density sites ranged from ~\$1.9M to ~\$3.5M per acre
- Higher density site values are between \$10M and \$20M per acre.



Alternative Projects: Are deemed to be a “project, lease or other prescribed measure...that would address the needs of the board for pupil accommodation and would reduce the cost of acquiring land.”

There has been 1 project identified as an alternative project for which alternative land costs have been identified in the EDC.

Proposed Education Development Charges



Determination of Total Growth-Related Net Education Land Costs

Total:	Education Land Costs (Form G)	\$	269,312,228
Add:	EDC Financial Obligations (Form A2)	\$	10,711,240
Subtotal:	Net Education Land Costs	\$	280,023,468
Add:	EDC Study Costs	\$	450,000
Total:	Growth-Related Net Education Land Costs	\$	280,473,468

Apportionment of Total Growth-Related Net Education Land Costs

Growth-Related Net Education Land Costs: Non-Residential Development (Max 40%)	25%	\$ 70,118,367
Growth-Related Net Education Land Costs: Residential Development	75%	\$210,355,101

Calculation of Uniform Residential Charge

Residential Growth-Related Net Education Land Costs	\$210,355,101
Net New Dwelling Units (Form C)	161,812
Uniform Residential EDC per Dwelling Unit	\$ 1,300

Calculation of Non-Residential Charge - Board Determined GFA

Non-Residential Growth-Related Net Education Land Costs	\$ 70,118,367
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GFA Method:	Non-Exempt Board-Determined GFA (Form D)	86	94,993,934
	Non-Residential EDC per Square Foot of GFA		\$ 0.74

Differentiated Rates



Type of Development	Apportionment of Residential Net Education Land Cost By Development Type	Net New Units	Differentiated Residential EDC per Unit by Development Type
Low Density	\$ 91,867,924	42,193	\$ 2,177
Medium Density	\$ 64,560,387	37,024	\$ 1,744
High Density	\$ 53,926,790	82,595	\$ 653

Reminder: Phased In EDC Rates



- In year 1, the existing EDC rate could be increased by \$300 or 5% of the existing residential EDC rate, whichever is greater. In the second year of the by-law and in each subsequent year, the rate could be increased by another \$300 or 5% of the previous year's residential EDC rate, whichever is greater. For non-residential rates, the EDC rate could be increased by a maximum of \$0.10 or 5%.
- The EDC rates are subject to maximum rates, which are the proposed EDC rates in the EDC Background Study.

Phase-In Of EDC Rates



Type of Development	Current 2023 EDC Rate	Year 1	Year 2	Year 3	Year 4	Year 5	MAXIMUM RATE
Residential	\$ 1,096	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
Non-Residential	\$ 0.44	\$ 0.54	\$ 0.64	\$ 0.74	\$ 0.74	\$ 0.74	\$ 0.74

For the residential EDC, there will be no phase-in required, as the proposed charge of \$1,300 is within the permitted yearly maximum increases.

For the non-residential EDC, the proposed charge is \$0.74 per sq. ft compared with the existing rate of \$0.44 per sq. ft. - greater than the permitted \$0.10 per year permitted increase. As such, the non-residential EDC will increase by the permitted \$0.10 in year 1 to \$0.54 per sq. ft., then \$0.64 in year 2 until reaching the maximum proposed rate in year 3 of the bylaw at \$0.74 per sq. ft.

The Public Process



- 2 Legislated Public Meetings (Notice Provided)
- EDC Background Study Released To The Public & Submitted To Ministry Of Education For Review/Approval
- The Board corresponded with area stakeholders and had multiple stakeholder meetings.
- The Board encourages additional and continued feedback from area stakeholders.



Next Steps & Important Dates



- Awaiting approval of the EDC Background Study from the Ministry of Education.
- Staff recommendations and reports provided to trustees prior to the passage consideration meeting.
- Bylaw Passage Consideration Public Meeting: May 28, 2024

QUESTIONS?

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

POLICY 8.04: PARTNERSHIPS AND BUSINESS ARRANGEMENTS

1. **THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 8.04: PARTNERSHIPS AND SPONSORSHIPS*, AS AMENDED.**

Regular Board Meeting
April 23, 2024
<i>POLICY 8.04: PARTNERSHIP AND BUSINESS ARRANGEMENTS</i>
Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, and Trust

"Then justice will dwell in the wilderness, and righteousness abide in the fruitful field."
Isaiah 32:16

BACKGROUND

The Dufferin-Peel Catholic District School Board (DPCDSB) acknowledges that corporate and community partnerships can have a positive impact on the student learning experience, but must be regulated and appropriately approved to ensure no risk or harm to students, staff or families. *Policy 8.04: Partnership and Business Arrangements* has not been reviewed since the initial effective date of September 2003. The Policy has been updated to ensure the process remains relevant and aligned with system needs.

The revised policy was presented at the Board By-Law/Policies Review Committee meeting on April 16, 2024. The committee requested that specific approval thresholds be identified within the document and return for review at the Regular Board meeting.

DISCUSSION

Policy 8.04: Partnerships and Business Arrangements includes information regarding sponsorships and/or other partnerships with schools. The revisions recommended include definitions, approval process and limitations on length and impact of arrangements, as well as updating format and language within the policy.

As a result of the suggested revisions, a change to the title of Policy 8.04 is recommended, from "*Policy 8.04: Partnerships and Business Arrangements*" to "*Policy 8.04: Partnerships and Sponsorships*".

CONCLUSION

Policy 8.04: Partnerships and Business Arrangements has been updated to ensure the process remains relevant and aligned with system needs.

It is also recommended that Policy 8.04 be renamed *Policy 8.04: Partnerships and Sponsorships*.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- | |
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| <p>1) THAT THE BOARD OF TRUSTEES APPROVE POLICY 8.04: PARTNERSHIPS AND SPONSORSHIPS, AS AMENDED.</p> |
|---|

Prepared by: Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by: Marianne Mazzorato, Ed. D., Director of Education

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>POLICY</u>	
BOARD POLICY NUMBER:	8.04
SUBJECT:	Partnerships and Sponsorships
REFERENCE:	Policy 4.20 : Fundraising and Donations GAP 538.00 : Fundraising and Donations
EFFECTIVE/REVISED DATE:	September 23, 2003; April 23, 2024

*“And do not forget to do good and to share with others,
for with such sacrifices God is pleased.”*

Hebrews 13:16

1. It is the policy of Dufferin-Peel Catholic District School Board (DPCDSB) to provide a safe workplace and learning environment for all staff and students, where the dignity of the human person, human rights and responsibilities are respected and upheld.
2. DPCDSB acknowledges that corporate and community partners can support and expand on the limited resources available in schools/classrooms and have a positive impact on the student learning experience.
3. Commercialism is a risk that must be regulated. It can involve direct and indirect advertising and product sales to students, as well as incentive programs and corporate-sponsored contests and awards.
4. Acceptable product sales include those via contract vendor on record, such as vending machine options, cafeteria services, yearbooks and annual student photos.
5. Business arrangements cannot provide capital for alterations of school sites to accommodate any such business arrangement.
6. Business arrangements that support a capital project for school use cannot retain any control of the school or section of the school.
7. Fundraising and Donations must adhere to existing Policies and GAPs.
8. Arrangements with corporate and community partners must adhere to the following:
 - a. Alignment with DPCDSB mission and vision and Multi Year Strategic Plan (MYSP);
 - b. Shall not result in an increase in school/board operating or capital costs;
 - c. Appropriate authorization;
 - d. Have an end date that does not exceed one year;
 - e. ~~Principal approval, in consultation with Family of School Superintendent; Corporate and community partnership agreements that provide the sponsor with advertising or sales opportunities must be approved by Executive Council.~~
 - f. Corporate and community partnership agreements that provide the school with proceeds exceeding \$5,000 must be approved by Executive Council;
 - e.g. Corporate and community partnership agreements that provide the vendor/sponsor with advertising or sales opportunities that exceed \$5,000 must be approved by

Executive Council.

Definitions

Partnership – an agreement based on mutual benefit and gains for both partners. An educational partnership involves human, intellectual or material resources that expand opportunities for student learning.

Sponsorship – an agreement through which the sponsor provides money, goods or services in exchange for advertising within a school or the DPCDSB. Funds provided through sponsorship are not eligible for charitable income tax receipts in accordance with Canada Revenue Agency. A sponsorship is not a donation.

Donation – A donation is a voluntary transfer of cash or property that is made without expectation of any benefit of any kind accruing to the donor. Donations may include cash, assets, bequests and grants. A donation is eligible for an official charitable donation tax receipt.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>POLICY</u>	
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DRAFT



RECOMMENDATION TO THE BOARD

REPORT NUMBER H 2

**MOTION RECOMMENDED BY THE ADMINISTRATION AND FINANCE COMMITTEE,
APRIL 9, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE OPERATING BORROWING RESOLUTION.**

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
SHORT TERM BORROWING RESOLUTION**

A resolution authorizing the borrowing of money to meet the short-term needs of operational expenditures, including asset and land acquisitions, of the Dufferin-Peel Catholic District School Board (DPCDSB).

WHEREAS, in accordance with subsection 243(1) of the *Education Act*, the Dufferin-Peel Catholic District School Board (DPCDSB) considers it necessary to borrow short-term for less than one year the amount of up to **\$150 Million**, for operational expenditures, including asset and land acquisitions, until current revenue is received, and

WHEREAS, pursuant to subsection 243(3) of the *Education Act*, the total amount borrowed pursuant to the Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the DPCDSB for the period, unless supported by the Ministry of Education.

THEREFORE, BE IT RESOLVED THAT:

1. The Chair or Vice-Chair of the Board of Trustees and Treasurer are authorized on behalf of the DPCDSB to borrow up to \$150,000,000 for operational expenditures, including asset and land acquisitions, in accordance with the *Education Act*.
2. The Director of Education, the Treasurer, the Superintendent, Financial Services and General Manager, Financial Services are authorized for and on behalf of the DPCDSB to execute and deliver all such documents to do such other acts and things as may be necessary to give full effect of this resolution.
3. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed, together with interest, all or any of the current revenues of the DPCDSB collected or received by the DPCDSB and all or any other monies which may lawfully be applied by such purpose.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the DPCDSB in the Province of Ontario, duly passed at a meeting of the Board of Trustees and that this Resolution is in force and full effect. This Resolution replaces the existing resolution of the DPCDSB for temporary borrowing last dated December 7, 2010.

Dated this 23rd day of April, 2024

Chair of the Board of Trustees

Director of Education

Executive Superintendent, Finance
Chief Financial Officer and Treasurer

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 3

**MOTIONS RECOMMENDED BY THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE,
APRIL 16, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 1.05: ACCIDENTS AND ILLNESS*, AS AMENDED.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 2.10: APPROVAL AND USE OF STUDENT LEARNING MATERIALS*, AS AMENDED.**
- 3. THAT THE BOARD OF TRUSTEES RESCIND *POLICY 4.90: PREGNANT STUDENTS IN DUFFERIN-PEEL SCHOOLS*.**
- 4. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 10.00: HOMEWORK – KINDERGARTEN TO GRADE 12, INCLUDING STUDENTS WITH MODIFIED CURRICULUM EXPECTATIONS*, AS AMENDED.**
- 5. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 8.06: FLAG PROTOCOL*, AS AMENDED.**
- 6. THE BOARD OF TRUSTEES APPROVE THE PROCLAMATION REGARDING *NATIONAL WEEK FOR TRUTH AND RECONCILIATION*.**
- 7. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *THE PROCEDURAL BY-LAW* WITH THE EXCLUSION OF SECTION F, AS AMENDED.**

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD BOARD POLICY	
BOARD POLICY NUMBER:	1.05
SUBJECT:	Accidents and Illness
REFERENCE:	General Administrative Procedure (GAP) 101.02 – <u>Student Accidents, Injuries, and Illnesses</u> GAP 310.00 – Workplace Injuries Section 9 of the Health and Safety Manual: Staff Incidents/Accidents GAP 502.10 – Safety of Pupils – Head Injuries
EFFECTIVE/REVISED DATE:	(231) 1978; Revised (449) September 28, 2004; Revised (14) April 26, 2011; <u>April TBD, 2024</u>

"The earth is the Lord's, and all it contains, the world, and those who dwell in it."

Psalms 24:1

1. The Dufferin-Peel Catholic District School Board (DPCDSB) seeks to safeguard the health and welfare of students and staff who have been injured or taken ill while on school premises or on school sponsored excursions.

~~1.2.~~ The Principal of each school is responsible for establishing and implementing procedures, in accordance with GAP 101.02 – Student Accidents, Injuries, and Illnesses, which will safeguard the health and welfare of students ~~and staff and staff~~ who have been injured or taken ill while on school premises or on school-sponsored ~~field trips or~~ excursions.

~~2.3.~~ Principals shall ensure that student accidents and illnesses are responded to and reported in accordance with GAP 101.02 – Student Accidents, Injuries, and Illnesses.

~~3.~~ Principals shall ensure that staff accidents and illnesses are responded to and reported in accordance with GAP 310.00 – Workplace Injuries. ~~Principals shall ensure that work-related accidents to staff and illnesses are investigated and reported.~~

4. WS

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>BOARD POLICY</u>	
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SUBJECT:	Accidents and Illness
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2. The Principal of each school is responsible for establishing and implementing procedures, in accordance with *GAP 101.02 – Student Accidents, Injuries, and Illnesses*, which will safeguard the health and welfare of students who have been injured or taken ill while on school premises or on school-sponsored excursions.
3. Principals shall ensure that student accidents and illnesses are responded to and reported in accordance with *GAP 101.02 – Student Accidents, Injuries, and Illnesses*.
4. Principals shall ensure that staff accidents and illnesses are responded to and reported in accordance with *GAP 310.00 – Workplace Injuries*.



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>BOARD POLICY</u>	
POLICY NUMBER	2.10
SUBJECT	Approval and Use of Student Learning Materials <u>Materials/</u> <u>Resources</u>
REFERENCE	<u>GAP 408.00 – Attendance Response Program Selection Guidelines for Library Commons Learning Resources;</u> <u>GAP 408.01 – Learning Resources for School Classrooms</u>
EFFECTIVE DATE	(345) November 23, 2010; Revised October <u>April</u> , 2024 1

"I shall instruct you and teach you the way to go; I shall not take my eyes off you."

Psalms 32:8

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>BOARD POLICY / REGULATIONS</u>	
Board Policy Number:	2.10
Subject:	<u>Approval and Use of Student Learning Materials</u>
Effective Date:	(345) November 23, 2010

~~— All student learning materials must be approved by the Director of Education to ensure that they support the learning expectations of the Ontario Curriculum and that they conform to a Catholic worldview.~~

1. All student learning resources must support the learning expectations of the Ontario Curriculum, embody Catholic values and beliefs, and be age and grade appropriate for students. Resources must be approved by the local school Principal in consultation with the Program and Learning Services Department, Equity, Policy, Strategy, Research, and/or senior Dufferin-Peel Catholic District School Board staff. Student learning resources must support our Faith and the principles of equity and inclusion and align with the vision and values of the the Institute for Catholic Education (ICE) and the Assembly of Catholic Bishops of Ontario (ACBO).

The review and recommendation of core learning materials will be undertaken by staff representing Program and Learning Services, ~~staff~~ Equity and Indigenous Education, and Special Education and Learning Services and other relevant stakeholders
REGULATIONS

2.10 — Approval and Use of Student Learning Materials

~~All student learning materials, including print and non-print resources will be reviewed in order to ensure that they support the learning expectations of the Ontario Curriculum, and that they conform to a Catholic worldview~~

2. Materials intended for use as core learning materials will be reviewed and recommended for

~~purchase by a committee of Program and Learning Services Department staff and other stakeholders.~~

3. ~~Materials that are used as s~~Supplementary learning resources are not approved centrally, but at the local school.

~~—Contested resources (beyond approved core resources) including materials that are deemed to be controversial,~~ will be submitted to the Program and Learning Services Department for review, who will provide and a recommendations for further action will to be submitted to the Associate Director of Instructional Services. The Director of Education, or designate, will determine if a contested student learning resource is approved next steps. grant final approval of all student learning materials resources.

4.

~~SEE GENERAL ADMINISTRATIVE PROCEDURES 408.00 “SELECTION GUIDELINES FOR SELECTION GUIDELINES FOR LIBRARY LEARNING COMMONS MATERIALS,” 408.01 “LEARNING RESOURCES FOR SECONDARY SCHOOL CLASSROOMS” and 408.02 “LEARNING RESOURCES FOR ELEMENTARY SCHOOL CLASSROOMS.”~~



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<u>BOARD POLICY</u>	
POLICY NUMBER	2.10
SUBJECT	Approval and Use of Student Learning Resources
REFERENCE	GAP 408.00 – Selection Guidelines for Library Commons Learning Resources; GAP 408.01 – Learning Resources for School Classrooms
EFFECTIVE DATE	(345) November 23, 2010; Revised April, 2024

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2. The review and recommendation of core learning materials will be undertaken by staff representing Program and Learning Services, Equity and Indigenous Education, and Special Education and Learning Services.
3. Supplementary learning resources are not approved centrally, but at the local school.
4. Contested resources will be submitted to the Program and Learning Services Department for review, who will provide recommendations to be submitted to the Associate Director of Instructional Services. The Director of Education, or designate, will determine next steps.

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number: 4.90

Subject: Pregnant Students in Dufferin-Peel Schools

Effective Date: (328) May 17, 1988; Revised (413) October 20, 1992;
September 17, 2012

It is the policy of the Dufferin-Peel Catholic District School Board that should a student registered in a school within the Board's jurisdiction become pregnant, every effort will be made to provide that student with an opportunity to continue her education and to provide counselling which she may need during and following the course of the pregnancy.

REGULATIONS

4.90 PREGNANT STUDENTS IN DUFFERIN-PEEL SCHOOLS

Principals should make all staff aware of the Board's policy statement regarding pregnant students in the school. The Principal will emphasize the supportive role of the school and also the right to privacy of students who are sixteen (16) years of age or older.

Each school should identify a counselling team to whom a student may be referred.

The school, through its counselling team, should be prepared to offer support both to the student and her family re continuing her education in the school, arranging for alternative education provisions, if necessary, and putting the family in touch with appropriate social agencies.

The Principal should be kept informed of the progress of such counselling.

If the student is under the age of sixteen (16) years, or if there is danger to the physical or psychological health of the student, a parent(s)/guardian(s) must be told.

If the father of the child is identified and has admitted paternity, is under sixteen (16) years of age, and is a student in any school under the jurisdiction of the Board, he and his family should be offered counselling during and following the course of the pregnancy. As noted in a) above, Principals will emphasize the right to privacy of students who are sixteen (16) years of age or older.

SEE GAP 312.07, Student Pregnancy and Confidentiality



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>BOARD POLICY</u>	
BOARD POLICY NUMBER:	10.00
SUBJECT:	Homework – Kindergarten to Grade 12, Including Students with Modified Curriculum Expectations and Alternative Curriculum Expectations
REFERENCE:	GAP 415.00 : Homework Kindergarten to 12 Growing Success: Assessment, Evaluation and Reporting in Ontario Schools
EFFECTIVE/AMENDED DATE:	September 2009; (173) April 25, 2017; April 2024

"Start children off on the way they should go, and even when they are old they will not turn from it."
Proverbs 22:6

1. "Homework is work that students do at home to practice skills, consolidate knowledge and skills and/or prepare for the next class" ~~– (Growing Success, 2010).~~ ~~(Growing Success, 2010)~~ Homework contributes to facilitating parent engagement in support of student well-being and achievement. The Dufferin-Peel Catholic District School Board supports the home and school relationship through defining procedures for homework for all kindergarten to grade 12 learners.
2. "As part of assessment for learning, teachers should provide students with descriptive feedback and coaching for improvement" (Growing Success, 2010). Feedback related to completed homework that supports learners to set individual goals, monitor their own progress, determine next steps and reflect on their thinking and learning will be timely and relevant.
3. All homework procedures will [conform to Catholic sacred traditions; and, reflect and respect the prominent place family time holds in the parish/home/school relationship, as well as](#) be informed by and reflective of: diverse learning needs and cultural identity; support the learning expectations of the Ontario Curriculum. [For these reasons, students/parents/guardians are to be provided with appropriate advance notice of deadlines, or any changes to due dates, for homework and tests.](#) ~~conform to Catholic sacred traditions; and, reflect the prominent place family time holds in the parish/home/school relationship.~~
4. The assignment of homework has implications for families and for the relationship between the home and school. Homework assigned must consider the characteristics of the homework, the quantity and timing of homework, the reporting of homework and the assigning of homework in proximity to significant dates in the liturgical year, statutory/school holidays and significant assignments or exams.



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DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
BOARD POLICY	
BOARD POLICY NUMBER:	8.06
SUBJECT:	Flag Protocol
REFERENCE:	<u>Guidelines for National Symbols, Government of Canada</u> <u>Regulation 298 of the Education Act</u>
EFFECTIVE DATE:	(299) May 20, 2003; Revised (040) December 8, 2015; <u>April 23, 2024</u>

*“Let the nations be glad and sing for joy, for you judge the peoples with equity
and guide the nations upon earth.”*

*Psalm 67:4 Be devoted to one another in brotherly love; give preference to one another in honor.” (Romans-
12:10)*

1 INTRODUCTION

- 1.1 The Dufferin-Peel Catholic District School Board (DPCDSB) adheres to the guidelines regarding the flying of flags in accordance with Guidelines for National Symbols, Government of ~~Canada~~Canada, and Regulation 298 of the *Education Act*.

2 FLAGS

- 2.1 The National Flag of Canada shall be flown at each ~~Board-DPCDSB~~ facility including all schools and ~~Board-DPCDSB~~ facilities. Wherever the National Flag of Canada is flown, it shall be flown on a flagpole alone.
- 2.2 The Provincial Flag of Ontario and the appropriate municipal flag may also be flown but not on the same pole as the National Flag of Canada.
- 2.3 The Vatican (Papal) flag and ShareLife flag may be displayed inside schools or ~~Board-other DPCDSB~~ facilities.
- 2.4 Flags of the Provinces and Territories of Canada may be displayed inside schools or other DPCDSB facilities.
- 2.5 Additional flags may be displayed inside DPCDSB buildings in support of particular observances. Where such flags are displayed, their use shall be limited to the areas of the school or facility allocated to the activities associated with the corresponding observance and shall be removed when the observance period ends.

2.6 On Remembrance Day, only the National Flag of Canada shall be flown.

2.7 During liturgical celebrations, only the National Flag of Canada and flags associated with the Catholic Christian faith shall be flown.

2.8 The display of additional flags is to be approved by the Director of Education or designate.

~~2.4 Any other flag must be approved by the Director of Education or designate.~~

3 HALF-STAFF

3.1 All flags at ~~Dufferin-Peel Catholic District School Board~~DPCDSB schools and facilities shall be flown at half-staff upon the direction of the Director of Education or designate. Flags are flown at half-staff in recognition of the death of prominent public figures and other individuals, as well as for national memorial days.

3.2 Individual schools, at the discretion of the principal and in consultation with their supervisory officer, may fly their flag at half-staff to recognize the death of a student or staff member.

3.3 On Remembrance Day, flags at all ~~Dufferin-Peel Catholic District School Board~~DPCDSB schools and facilities shall be flown at half-staff from 11:00 a.m. to the end of the instructional day as a symbol of respect.

4 FLAG REQUIREMENTS

4.1 Flags must ~~be treated with dignity and respect at all times~~always be treated with dignity and respect.

~~4.2~~ Flags ~~should~~shall be regularly inspected for signs of wear and damage, and shall be replaced when worn, noticeably faded, or otherwise unfit for service.

4.2 When a flag is tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

4.3 When raised or lowered, a flag should be prevented from touching or falling to the ground.

~~4.3~~4.4 No banners or pennants should be flown together on the same pole except at single pole locations.

4.44.5 The Canadian flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically, against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

4.54.6 In a procession, ~~it~~ the Canadian flag ~~will~~ shall be at the marching right or at the centre front.

4.64.7 No flag, banner, or pennant shall be flown or displayed above the Canadian flag.

4.74.8 Where possible, the Canadian flag ~~should~~ shall be flown from the highest pole.

4.84.9 No flag flown at schools or ~~Board~~ DPCDSB facilities ~~should~~ shall be larger than the Canadian flag.

4.94.10 Where three flags are flown together, the Canadian flag ~~will~~ shall be in the centre.

5 PLEDGE OF ALLEGIANCE TO THE CANADIAN FLAG

~~5.1~~ Opening exercises for a school day may include a pledge to the Canadian flag.

~~5.2~~

5.1 Schools may use the following pledge or adapt it to their specific situation:

Pledge of Allegiance to the Canadian Flag:

I pledge allegiance to my flag and to the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds, keep us ever united. Be for all a symbol of love, ~~freedom~~freedom, and justice. God keep our flag. God protect our Canada.

5.35.2 Principals should consider including a Pledge to the Flag as part of the opening exercises on school days which are on or near days of special national significance (e.g. Remembrance Day,- Canada Day).

Pledge of Allegiance to the Canadian Flag:

~~*I pledge allegiance to my flag and to the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds, keep us ever united. Be for all a symbol of love, freedom and justice. God keep our flag. God protect our Canada.*~~

~~Principals should consider including a Pledge to the Flag as part of the opening exercises on school days which are on or near days of special national significance (e.g. Remembrance Day, Canada Day).~~

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>BOARD POLICY</u>	
BOARD POLICY NUMBER:	8.06
SUBJECT:	Flag Protocol
REFERENCE:	Guidelines for National Symbols, Government of Canada Regulation 298 of the <i>Education Act</i>
EFFECTIVE DATE:	(299) May 20, 2003; Revised (040) December 8, 2015; April 23, 2024

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Psalm 67:4

1 INTRODUCTION

- 1.1 The Dufferin-Peel Catholic District School Board (DPCDSB) adheres to the guidelines regarding the flying of flags in accordance with Guidelines for National Symbols, Government of Canada, and Regulation 298 of the *Education Act*.

2 FLAGS

- 2.1 The National Flag of Canada shall be flown at each DPCDSB facility including all schools and DPCDSB facilities. Wherever the National Flag of Canada is flown, it shall be flown on a flagpole alone.
- 2.2 The Provincial Flag of Ontario and the appropriate municipal flag may also be flown but not on the same pole as the National Flag of Canada.
- 2.3 The Vatican (Papal) flag and ShareLife flag may be displayed inside schools or other DPCDSB facilities.
- 2.4 Flags of the Provinces and Territories of Canada may be displayed inside schools or other DPCDSB facilities.
- 2.5 Additional flags may be displayed inside DPCDSB buildings in support of particular observances. Where such flags are displayed, their use shall be limited to the areas of the school or facility allocated to the activities associated with the corresponding observance and shall be removed when the observance period ends.
- 2.6 On Remembrance Day, only the National Flag of Canada shall be flown.
- 2.7 During liturgical celebrations, only the National Flag of Canada and flags associated with the Catholic Christian faith shall be flown.

- 2.8 The display of additional flags is to be approved by the Director of Education or designate.

3 HALF-STAFF

- 3.1 All flags at DPCDSB schools and facilities shall be flown at half-staff upon the direction of the Director of Education or designate. Flags are flown at half-staff in recognition of the death of prominent public figures and other individuals, as well as for national memorial days.
- 3.2 Individual schools, at the discretion of the principal and in consultation with their supervisory officer, may fly their flag at half-staff to recognize the death of a student or staff member.
- 3.3 On Remembrance Day, flags at all DPCDSB schools and facilities shall be flown at half-staff from 11:00 a.m. to the end of the instructional day as a symbol of respect.

4 FLAG REQUIREMENTS

- 4.1 Flags must always be treated with dignity and respect.
- 4.2 Flags shall be regularly inspected for signs of wear and damage, and shall be replaced when worn, noticeably faded, or otherwise unfit for service. When a flag is tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
- 4.3 When raised or lowered, a flag should be prevented from touching or falling to the ground.
- 4.4 No banners or pennants should be flown together on the same pole except at single pole locations.
- 4.5 The Canadian flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically, against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.
- 4.6 In a procession, the Canadian flag shall be at the marching right or at the centre front.
- 4.7 No flag, banner, or pennant shall be flown or displayed above the Canadian flag.
- 4.8 Where possible, the Canadian flag shall be flown from the highest pole.
- 4.9 No flag flown at schools or DPCDSB facilities shall be larger than the Canadian flag.
- 4.10 Where three flags are flown together, the Canadian flag shall be in the centre.

5 PLEDGE OF ALLEGIANCE TO THE CANADIAN FLAG

- 5.1 Opening exercises for a school day may include a pledge to the Canadian flag. Schools may use the following pledge or adapt it to their specific situation:

Pledge of Allegiance to the Canadian Flag:

I pledge allegiance to my flag and to the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds, keep us ever united. Be for all a symbol of love, freedom, and justice. God keep our flag. God protect our Canada.

- 5.2 Principals should consider including a Pledge to the Flag as part of the opening exercises on school days which are on or near days of special national significance (e.g. Remembrance Day, Canada Day).

DRAFT

PROCLAMATION

National Day for Truth and Reconciliation and Truth and Reconciliation Week

Whereas: The Government of Canada implemented for over 100 years residential schools designed to separate Indigenous children from their families and communities to indoctrinate them into predominantly Euro-Christian settler culture; and

Whereas: The Roman Catholic Church and other Christian denominations were placed in charge of the residential schools that perpetrated harm to students, contributed to a legacy of intergenerational trauma, and failed to uphold each student's dignity of the human person; and

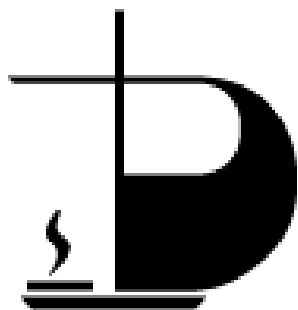
Whereas: The Truth and Reconciliation Commission of Canada identified among its 94 Calls to Action number 80, the establishment of the National Day for Truth and Reconciliation as a federal statutory holiday; and

Whereas: The Government of Canada passed on June 2, 2021, *Bill C-5*, the legislation to amend select acts to add the National Day for Truth and Reconciliation as a new holiday observed annually on September 30; and

Whereas: School boards are provincial entities and remain open on September 30, where it does not fall on a weekend, and so are in the position to ensure National Day for Truth and Reconciliation is observed.

Therefore, be it Resolved that:

DPCDSB commits to recognize and observe, at all DPCDSB schools and sites, National Day for Truth and Reconciliation each September 30, or on the Friday prior to this date where September 30 falls on a weekend. While DPCDSB schools continue to recognize the contributions of Indigenous peoples year-round, all DPCDSB schools and sites shall ensure that, **during the full week preceding and including each September 30** (or the preceding Friday where September 30 falls on a weekend), students and staff will engage in sharing the truth of Canada's residential schools and the actions that need to be taken for reconciliation with First Nations, Inuit, and Métis peoples. This week shall be identified in DPCDSB as Truth and Reconciliation Week. Schools will engage in meaningful activities during Truth and Reconciliation Week.



Dufferin-Peel Catholic District School Board

PROCEDURAL BY-LAW

*Give me now wisdom and knowledge to go out and come in before this
people, for who can rule this great people of yours?
2 Chronicles 1:10*

Revised: ~~September 2023~~[April 2024](#)

Next Review Date: ~~September 2024~~[April 2025](#)

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PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the *Education Act* which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications.

Capitalized terms in this By-law are defined in Article 9: Index.

ARTICLE 1 RULES OF ORDER

- 1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of *Robert's Rules of Order*. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of *Robert's Rules of Order* applies to that matter.
- 1.2 **DPCDSB Local School Board Governance Manual:** This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, individual Trustees, the Director/Secretary and senior staff with respect to local school board governance/day-to-day management, on the other hand, are set out in the *DPCDSB Local School Board Governance Manual*, as the Board of Trustees may amend or replace, located in the [DPCDSB Governance Guideline](#).
- 1.3 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:
 - a) *Education Act* and other applicable legislation, including any order of the Government of Ontario and/or Federal Government of Canada, including an emergency order
 - b) By-law
 - c) Code of Conduct
 - d) Board of Trustees' Resolutions and Policies, other than the Code of Conduct
 - e) The current edition of *Robert's Rules of Order*

ARTICLE 2 DUTIES

2.1 **Board of Trustees:** In addition to any other duties under Applicable Laws, the Board of Trustees shall:

- a) promote student achievement and well-being; (s.169.1(a))¹
- b) carry out its role in accordance with the teachings of the Catholic faith;
- c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground; (s.169.1(a.1))
- d) promote the prevention of bullying; (s.169.1(a.2))
- e) ensure effective stewardship of the DPCDSB's resources; (s.169.1(b))
- f) deliver effective and appropriate education programs to its pupils, through the approval of policy; (s.169.1(c))
- g) develop and maintain policies and organizational structures that:
 - 1. promote the goals referred to in clauses (a) to (f);
 - 2. encourage pupils to pursue their educational goals; (s.169.1(d)) and
 - 3. promote the DPCDSB's vision and mission;
- h) monitor and evaluate the effectiveness of policies under clauses (f) and (g) in achieving the goals and the efficiency of the implementation of those policies; (s.169.1(e))
- i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the "**Multi-Year Strategic Plan**"); (s.169.1(f))
- j) annually review the Multi-Year Strategic Plan with the Director/Secretary; (s.169.1(g)) and

¹ Unless otherwise specified herein, all section references in brackets throughout this By-law are to the *Education Act*.

k) monitor and evaluate the performance of the Director/Secretary, in meeting the following:

1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and
2. any other duties assigned by the Board of Trustees. (s.169.1(h))

2.2 **Trustees:** In addition to complying with Applicable Laws and all resolutions of the Board of Trustees, each Trustee shall:

- a) carry out their responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under Applicable Laws; (s.218.1(a))
- b) attend and participate in meetings of the Board of Trustees, including meetings of Committees of which they are a member; (s.218.1(b))
- c) consult with parents, students and supporters of the DPCDSB on the Multi-Year Strategic Plan; (s.218.1(c))
- d) bring concerns of parents, students and supporters of the DPCDSB to the attention of the Board of Trustees; (s.218.1(d))
- e) uphold the implementation of any resolution after it is passed by the Board of Trustees; (s.218.1(e))
- f) entrust the day-to-day management of the DPCDSB to its staff through the Director/Secretary; (s.218.1(f))
- g) maintain focus on student achievement and well-being; (s.218.1(g))
- h) comply with the Trustee Code of Conduct; (s.218.1(h)) and
- i) communicate with Church, local governmental and/or community partner officials (“Officials”) as necessary on matters that have implications or impact on the Trustee’s ward(s).

Notwithstanding the foregoing, any matter that has or may have implications or impact on any other Trustee’s ward, the Board of Trustees and/or the DPCDSB shall be referred by a Trustee to the Board of Trustees for action. Action may, for example, consist of the Chair acting in their role as spokesperson of the Board of Trustees pursuant to Section 2.4 (f). For matters referred to the Board of Trustees in connection with this Section 2.2 (i), no Trustee shall communicate with Officials without prior approval by the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.

2.3 **Director/Secretary:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

- a) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan; (s.283.1(1)(a) and (d))
- b) ensure that the Multi-Year Strategic Plan establishes the DPCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the *Education Act*; (s.283.1(1)(b))
- c) implement and monitor the implementation of the Multi-Year Strategic Plan and report periodically to the Board of Trustees on the status of its implementation; (s.283.1(1)(c))
- d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
- e) immediately upon discovery, bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the *Education Act*; (s.283.1(f))
- f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission; (s.283.1(1)(g))
- g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member; (s.198(1)(a))
- h) transmit to the Ministry of Education copies of reports requested by it; (s.198(1)(b))
- i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing (including by electronic means); (s.198(1)(c))
- j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees; (s.198(1)(d))
- k) attend all meetings of the Board of Trustees and Committees in person or by designate; (O.Reg 463/97, s.5.(1)(3); s. 283.1(1)(e) and s.198.(1)(e))
- l) prepare or arrange to have prepared by a delegated representative, minutes of all meetings of the Board of Trustees and of Committees; (s.170.(1)(4); s.198(1)(a))

- m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees; (s.170.(1)(4) and (18); s. 171(1)(38); s.198.(1)(e))
- n) conduct the official correspondence on behalf of the Board of Trustees;
- o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;(s.198(1)(e))
- p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings including special meetings of the Board of Trustees and of all Committees or delegate the responsibility; (s.218(4))
- q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB's website; (s.198(1)(e))
- r) have charge of all correspondence, reports and other documents; (s.198(1)(e))
- s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; (s.198(1)(e))
- t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware; (s.198(1)(e)) and
- u) manage the day-to-day operations of the DPCDSB, including executing the implementation of DPCDSB policies and decisions of the Board of Trustees. (s.218.1(f)). For certainty, requests by Trustee(s) for staff to provide information or to perform an action on any matter that will require significant resources to fulfill, at the request of the Director/Secretary, the Board of Trustees shall pass a motion to request staff, through the Director/Secretary, to fulfill such request. A resource is considered "significant" if it requires any of the following as determined by the Director/Secretary:
 - 1. expenditure of funds not previously allocated to fulfill the specific request;
 - 2. engagement of external human resources, including, but not limited to additional staff, consultants and/or external legal counsel;
 - 3. the assignment of one or more existing staff to fulfill the request causing them to vacate any portion of their regular day-to-day assigned duties that cannot be postponed;

2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall:

- a) preside over meetings of the Board of Trustees; (s.218.4(a))
 - b) conduct the meetings in accordance with this By-law; (s.218.4(b))
 - c) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
 - d) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
 - e) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
 - f) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees (s.218.4(e)). In carrying out the role as spokesperson, the Chair shall ensure the following:
 - 1. invitations the Chair receives to attend events as spokesperson of the Board of Trustees are also extended to the Vice-Chair.
 - 2. except for offering messages such as congratulations and/or condolences to the DPCDSB's partners in education ("Messages") (for example, Church officials, governmental officials, DPCDSB families, and/or community partner officials), matters for which it is proposed the Chair carry out their role as spokesperson of the Board of Trustees, receives prior approval through the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.
 - 3. in circumstances where the Chair carries out this role through the offering of Messages, they shall notify the other Trustees as soon as reasonably possible following the delivery of the Messages.
 - g) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
 - h) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.; (s.218.4(g)) and
 - i) provide leadership to the Board of Trustees in maintaining a focus on the DPCDSB's mission and vision. (s.218.4(h))
- 2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity. (s.208(7))

ARTICLE 3 COMMITTEES OF THE BOARD AND EXTERNAL ASSEMBLIES

3.1 **Committees:** The Board of Trustees will establish Committees and determine the duties of such Committees. (s.171(11)) The Committees shall be categorized as follows:

- a) Committees, the mandates and terms of reference of which are established by the *Education Act* ("**Statutory Committees**");
- b) Committees whose duties are normally continuous, whether required by statute or otherwise ("**Standing Committees**"); and
- c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("**Ad Hoc Committees**").

Statutory Committees: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Audit (s.253.1) (three Trustees) (O.Reg 361/10)
- b) Special Education Advisory (s.57.1) (two Trustees and two alternates) (O.Reg 464/97)
- c) Supervised Alternative Learning (one Trustee and one alternate) (O.Reg 374/10)
- d) Discipline (at least three Trustees as available (S. 309(12) and S. 311.3(9))
- e) Central Committee for Catholic School Advisory Councils (one Trustee and one alternate) (O.Reg 612/00)

Standing Committees: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Administration and Finance (also a Committee of the Whole)
- b) Faith and Program (also a Committee of the Whole)
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review (also a Committee of the Whole)
- e) Performance Planning and Review Committee for the Director of Education (Chair, Vice-Chair and three other Trustees)
- f) Multi-Year Strategic Planning Committee (also a Committee of the Whole)

3.2 **External Assemblies Membership:** The Board of Trustees may appoint Trustees to assemblies established by external agencies ("**External Assemblies**"), including the following. For certainty, External Assemblies are not Committees:

- a) Brampton Board of Trade (three Trustees)
- b) Mississauga Board of Trade (seven Trustees)
- c) Peel Safe and Active Routes to School (two Trustees)
- d) Brampton School Traffic Safety Council (one Trustee and one alternate)
- e) Mississauga Traffic Safety Council (one Trustee and one alternate)
- f) Ontario Catholic School Trustees Association (two Trustees)

3.3 **Functions, Duties, Responsibilities and Powers of Committees:** The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.4 **Committee Membership:**

- a) Individuals appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees and DPCDSB resources are dedicated to support its work.
 - **Statutory Committee Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Statutory Committees in accordance with the *Education Act*. Notwithstanding anything to the contrary, , the term of Trustees appointed to the Audit Committee is two (2) years.
 - **Standing Committee Membership:** At its Inaugural or Organizational meeting, as the case may be, the Board of Trustees shall appoint the chair, vice- chair and other members of each Standing Committee.
- b) **Ad Hoc Committee and External Assembly Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Ad Hoc Committees and External Assemblies.
- c) **Notwithstanding** anything to the contrary, Committee and External Assembly

Membership is subject to the following:

- the Chair and Vice-Chair must be members of the Performance Planning and Review Committee for the Director of Education as required by DPCDSB Policy No. 30, as may be amended or replaced;
- only Trustees without a declared interest may be members of the Contract and Negotiations Committee;
- a Trustee's membership on a Committee or External Assembly is subject to any sanctions imposed on the Trustee pursuant to section 218.3 of the *Education Act* arising out of a finding of a breach of the Code of Conduct or otherwise required by law.

d) **Committee Procedures:** Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committee's, with necessary modifications, subject to the following:

- All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.
- The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)
- Election of the chair and vice-chair of the Audit Committee shall occur at the Audit Committee's first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.

~~External members of the Audit Committee may be appointed for a maximum of two (2) terms, with the first term being a maximum of three (3) years and the second term, if applicable, being a maximum of two (2) years.~~

- The process to meet In-Camera set forth in Article 6 applies to Committee meetings with necessary modifications.

ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

- 4.1 **Date and Time:** Subject to any statutory requirements, the Inaugural Meeting shall be held not later than seven (7) days after the day on which the term of office of the Board of Trustees commences, at the Catholic Education Centre at 7:00 p.m., (s.208(2)) following a 6:00 p.m. mass, or at such other time and location determined by the Chair. Each subsequent Annual Organizational Meeting of the Board of Trustees shall be held at such time and place as the Board of Trustees considers expedient. (s.208(6))
- 4.2 **Meeting Procedure:** The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:
- a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
 - 1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
 - 2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
 - 3. administer to each Trustee a declaration of office and oath of allegiance; and
 - 4. declare the Board of Trustees to be legally constituted.
 - b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
 - 1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
 - 2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate);
 - 3. The Director/Secretary shall ask all nominees to confirm whether they wish to allow their name to stand in nomination;
 - 4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees;

5. Trustees may ask questions of each candidate;
 6. The election shall then proceed by secret ballot;
 7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote;
 8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting;
 9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the *Education Act*;
 10. A majority of the Board of Trustees present and entitled to vote at the meeting will bring a motion to destroy the ballots or file the ballots with the Director/Secretary and then destroyed at a date defined in the motion.
- c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.
 - d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of the following Standing Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees: Faith and Program; By-law/Policies Review; Administration and Finance; Multi-Year Strategic Plan and Contract and Negotiations.
 - e) At least every five years, once the Audit Committee has recommended the appointment of an auditor to the Board of Trustees, the Board of Trustees shall appoint its auditors for the ensuing one to five years.
- 4.3 **Term of Office:** The term of office for all positions and appointments of Trustees described in this Article 4 shall be for a period of one year, except for the Audit Committee where the term of office shall be two years.

ARTICLE 5

PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1 Quorum: A majority of Trustees constitutes a quorum. (s.208(11))

- a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene, and the Director/Secretary shall record the names of the members present.
- b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene, and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.
- c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present, and the Director/Secretary shall then record the time of adjournment and the names of the members present.
- d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

5.2 Regular Meetings: The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. on the fourth Tuesday of every month, other than June, July and December, and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. (s.170(14)) The Board of Trustees may pass a motion by simple majority to extend a meeting past 11:00 pm. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3 Meeting Materials: To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB's website for public access.

5.4 **Agendas for Meeting:** The Agenda and order of business for meetings of the Board of Trustees and its Committees will normally be as set out in Appendix D. (s.218(4))

5.5 **Adding to Agenda**

- a) **Prior to the Meeting:** At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.
- b) **At the Meeting:** A Trustee or the Director/Secretary may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting. Other than in urgent circumstances, items dealing with substantive issues should not be added to the agenda at the meeting to ensure fairness to Trustees who are absent.
- c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting but may be changed by a majority vote of the Trustees present at such meeting.
- d) Amendments to the Agenda during the meeting shall be permitted if all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(k), special meetings of the Board of Trustees may be called at the discretion of the Chair or at the request of at least two (2) Trustees, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists. (s.208(13))

- 5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, (s.228(1)(b)) a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive full regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.
- 5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or DPCDSB business, or while serving as an officer of a Trustee association, or for other reasons approved by the Board of Trustees, will be recorded as such, and such reason will be taken into consideration by the Board of Trustees when determining if a motion will be passed pursuant to Section 228 of the *Education Act* if the subject absence forms part of three (3) consecutive absences. For the purpose of this Section, Board of Trustee or DPCDSB business may include, but is not limited to, attending school council meetings, meetings with government representatives and Board of ~~Trustee~~ Trustees-approved conferences.
- 5.9 **Electronic and Physical Attendance at Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and DPCDSB Policy No. 1.06, as amended or replaced– as follows: (O. Reg. 463/97 s. 5)

<u>Type of Meeting</u>	<u>Physical Attendance Requirement</u>
<u>Board of Trustees and Committees of the Whole</u>	<u>1. The Chair or their designate;</u> <u>2. At least one other Trustee; and</u> <u>3. The Director/ Secretary or their designate.</u>
<u>Committees, other than Committees of the Whole</u>	<u>1. The Committee Chair or their designate, however, if the Committee Chair or their designate participates in a meeting by electronic means pursuant to one of the Exceptions set out below, then at least one additional Committee member must be physically present; and</u> <u>2. The Director/Secretary or designate.</u>
<u>Exceptions:</u> <u>1. The Chair of the Board of Trustees or a Committee (or their respective designates) may participate in a meeting by electronic means if one of the following apply:</u> <u>a) The distance from the Chair's or their designate's current residence to the meeting location is two hundred (200) kilometres or more;</u> <u>b) Weather conditions do not allow the Chair or their designate to travel to the meeting location safely; or</u>	

c) The Chair or their designate cannot be physically present at the meeting due to health-related issues.

Notwithstanding the foregoing, for Board of Trustees meetings, the Chair or designate must be physically present in the meeting room for at least half of the Board of Trustees meetings for any twelve (12)-month period beginning November 15 of any year. (O. Reg. 463/97 s. 5.1(2))

Furthermore, every Trustee, other than the Chair, must be physically present in the meeting room for at least three (3) regular meetings of the Board of Trustees during each twelve (12) month period beginning November 15 of each year. (O. Reg. 463/97, S. 6.1).

The foregoing physical attendance requirements apply except in rare circumstances where all schools are closed pursuant to an order as described by O. Reg. 463/97 s. 6.1(2), (3) or (4).

5.9 The Board of Trustees may deny one or more Trustees access to electronic attendance and require them to be physically present at the meeting for the Board of Trustees or a Committee to comply with legislative requirements. (O. Reg. 4693/97 s. 5)

A Trustee attending a meeting electronically must fulfill the following obligations:

- (a) The mute function is used when the Trustee is not speaking;
- (b) Participate in a quiet room with a closed door to prevent unnecessary distractions;
- (c) Ensure their camera is on when voting. During the rest of the meeting, if a Trustee needs to turn their camera off, they will advise the recording secretary if they have left the meeting for any length of time;
- (d) For In-Camera meetings, comply with the requirements of Section 6.7 in addition to the foregoing.

5.10 Selection of Chair of Meeting: If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity. (s.208(9)) Notwithstanding the foregoing, in circumstances where there is a past Chair, they shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.

5.11 Director/Secretary Responsible for Meeting Minutes: The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained. (s.198(1)(a))

5.12 **Content of Minutes:** Each set of meeting minutes shall contain the following:

- ~~a)~~1. the type of meeting (“regular”, “special”, etc.);
- ~~b)~~2. the date and place of the meeting;
- ~~c)~~3. the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees absent for the entire meeting;
- ~~d)~~4. the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
- ~~e)~~5. disclosure of declared interests;
- ~~f)~~6. all motions and points of order and appeals, and the disposition thereof;
- ~~g)~~7. the time of adjournment; and
- ~~h)~~8. the time, date, and place of the next meeting.

ARTICLE 6

IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

- 6.1 **Principle of Open Meetings:** All meetings, including electronic meetings, of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public. A person shall only be excluded from a meeting that is open to the public, for improper conduct (s.207(1)) as determined by the chair of the meeting in their absolute discretion.
- 6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
- a) the security of the property of the DPCDSB;
 - b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiation with employees of the DPCDSB; and
 - e) litigation affecting the DPCDSB. (s.207(2))
- 6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the DPCDSB. (s.207(2.1))
- 6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.
- 6.5 **In-Camera Meetings - Private Sessions:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees Only”. For certainty, an In-Camera Meeting - Private Session-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary. The Committee of the Whole may, in its discretion, invite such.

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

6.6 Process to Meet In-Camera as Committee of the Whole: When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of [describe reason for matter to be discussed in-camera, with reference to the criteria set out in Section 6.2 and/or 6.3]”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene in public, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [describe reason for matter to be discussed in-camera with reference to criteria set out above] and recommend adoption of the recommendations set out therein”.

6.7 Confidential Nature of In-Camera Meetings:

a) **Materials and Other Information:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

b) **Security:** A Trustee attending electronically in an In-Camera meeting must fulfill the following obligations in addition to those set out in Section 5.10:

- That they access the meeting using headphones;
- That they access the meeting alone in a private and quiet room with a closed door through which the meeting deliberations cannot be heard by anyone else;
- That they provide the location from where they are physically to the recording secretary and the Chair of the Board of Trustees or the Committee, as the case may be. This location shall not be disclosed publicly; however, the Trustee will be noted in the minutes to have participated in the meeting electronically;
- That, when possible, their camera stays on.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. (s.55(5)).

ARTICLE 7 DELEGATIONS AND SUBMISSIONS

7.1 **Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
 - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
 - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
 - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
 - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
 - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
 - age
 - Ancestry, colour, race
 - Citizenship
 - Ethnic origin
 - Place of origin
 - Creed
 - Disability
 - Family status
 - Marital status (including single status)
 - Gender identity, gender expression
 - Receipt of public assistance (in housing only)
 - Record of offences (in employment only)
 - Sex (including pregnancy and breastfeeding)
 - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 Persons Ineligible to Make Delegations: Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

ARTICLE 8 BY-LAW AMENDMENTS

- 8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees' policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.
- 8.2 **Annual Review of By-law:** The By-law/Policies Review Committee shall annually review this By-law.
- 8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired, or obligation or liability incurred under 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 this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.
- 8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to Applicable Laws. The provision to suspend the rules for an emergency debate requires two-thirds (2/3) of those Trustees present at a duly called and regularly constituted meeting.

ARTICLE 9 INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

- a) **“Agenda”** means a list of items that are to be discussed at a meeting of the Board of Trustees.
- b) **“Annual Organizational Meeting”** means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of each of the Faith and Program, Board By-law/Policies Review, Administration and Finance and Contract and Negotiations Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
- c) **“Applicable Laws”** means the *Education Act*, this By-law, the *Municipal Conflict of Interest Act* and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
- d) **“Board and Committee Information Officer”** means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).
- e) **“Board of Trustees”** means the Board of Trustees of the DPCDSB.
- f) **“Business Day”** means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays.
- g) **“By-law”** means this procedural by-law of the DPCDSB.
- h) **“Chair”** means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
- i) **“Trustee Code of Conduct”** means DPCDSB Policy No. 1.02 entitled *“Code of Conduct – Trustees”* (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the *Education Act*.
- j) **“Committee”** means any committee of the Board of Trustees established in accordance with this By-law.
- k) **“Committee of the Whole”** means a meeting of the Trustees that is not a meeting of the Board of Trustees.
- l) **“Director/Secretary”** means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary’s designate where the context requires or allows.

- m) **“DPCDSB”** means the Dufferin-Peel Catholic District School Board.
- n) **“Education Act”** means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.
- o) **“In-Camera Meeting”** means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the *Education Act*.
- p) **“Inaugural Meeting”** means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.
- q) **“Minister”** means the Minister of Education and Minister Responsible for Early Years and Child Care.
- r) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.
- s) **“Municipal Elections Act”** means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, and includes the regulations enacted thereunder.
- t) **“Staff”** means the staff of the DPCDSB.
- u) **“Student Trustee”** means a senior secondary student elected pursuant to the *Education Act* to represent all students of the DPCDSB. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.
- v) **“Trustee”** means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*.
- w) **“Vice Chair”** means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.

APPENDIX A – THE CHAIR’S ROLE

- 1.1 **Rules of Order.** The Chair or, in their absence, the Vice-Chair shall preside over all meetings.
- 1.2 **Attendance.** The Chair shall cause the Board and Committee Information Officer to do the following:
- a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and
 - b) maintain the record of attendance referenced in Section 5.8 of this By-law.
- 1.3 **Chair Participation.** Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.
- 1.4 **Appeal of Chair’s Ruling.** A Trustee may appeal the Chair’s ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair’s ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

APPENDIX B – OBTAINING THE FLOOR

- 1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before the Chair has recognized them shall be considered out-of-order.
- a) **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who may speak.
 - b) **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.
 - c) **Guideline for Limitation on and use of Floor Time.** Upon obtaining the floor, a Trustee shall make every effort to speak succinctly on the relevant issue and use only a reasonable amount of time to do so. As a Guideline, it is recommended that a Trustee have the floor for no more than five (5) consecutive minutes for the same issue. If the Chair determines that time in excess of five (5) consecutive minutes is unreasonable in the circumstances, the Chair may limit the amount of additional time that a Trustee may continue to have the floor. Notwithstanding the foregoing, such limitations enforced by the Chair must be fair and justifiable and the time limit must allow for at least another five (5) consecutive minutes by the subject Trustee on the issue. The foregoing does not apply in circumstances falling under Section 1.1 (h) of this Schedule B, in which case, the Chair has the discretion to limit or end the Trustee's floor time at any time.
 - d) **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix "C". The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.
 - e) **Guideline for Time Limit on Debate.** Each matter should be debated within thirty (30) minutes of it being stated by the Chair. At or after the expiration of the thirty (30) minutes, the Chair shall put the question, "Is it the will of the Board of Trustees/Committee to extend the debate for fifteen (15) minutes?". The vote shall be taken immediately without debate. Up to two extensions of debate may be permitted.
 - f) **Procedure when Time Limit Expires.** If a matter has not been disposed of at a meeting within the time limits set out above, then, notwithstanding anything to the contrary, the Chair shall call for a motion to call the question. If such motion is not passed, the matter shall be referred to the appropriate Board of Trustees or Committee meeting.

- g) **Questions asked ~~of and~~ by.** To maximize efficiencies at each Board of Trustees and Committee meeting, Trustees should, to the extent practicable, only raise matters at a particular meeting that are relevant to the subject matter under the purview of that assembly unless the matter must be dealt with urgently. Each Trustee may ask up to five (5) questions per matter at a Meeting. A Trustee may ask an additional five (5) questions on the same matter at the discretion of the Chair.
- h) **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees' office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.

APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

- 1.1 **Notices of Motions.** The Notice of Motion has the effect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next meeting. Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next meeting of the Board of Trustees. A Notice of Motion:
- (a) must be in writing and delivered to the Director/Secretary within three (3) days before the meeting at which it is going to be brought.
 - (b) requires no seconder and is not debatable at the time it is introduced.
 - (c) shall not be the subject of any debate or comment at the meeting at which it is introduced. In the case of urgent and pressing matters, with two-thirds' consent of Trustees present and eligible to vote, the motion may be dealt with immediately. A matter is considered urgent and/or pressing if it must be dealt with before the next scheduled meeting to avoid any of the following:
 - (i) irreparable harm to any individual or Board property;
 - (ii) immediate danger or harm to any individual;
 - (iii) the security of DPCDSB property;
 - (iv) anticipated or actual legal proceeding that requires the motion to be dealt with immediately to comply with legislated timelines;
- 1.2 **Motions in Writing.** In order to be debated and put to a vote, motions must be in writing, **except** the following motions:
- (a) to receive reports;
 - (b) to refer;
 - (c) to postpone;
 - (d) to lay on the table;
 - (e) to put the question to a vote;
 - (f) to file;
 - (g) to go into Committee of the Whole;
 - (h) to rise and report;
 - (i) to adjourn; and
 - (j) such short oral motions as the Chair may accept.
- 1.3 **Speaking on Proposed Motion.** A Trustee may propose a motion and speak to it before it is seconded.

- 1.4 **Motions to be Seconded.** Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 **Request to Read Motion.** Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time during the debate, provided that no such request shall be made so as to interrupt another Trustee.
- 1.6 **Motions on the Agenda.** Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.
- 1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.
- 1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:
- (a) to adjourn;
 - (b) to lay on the table;
 - (c) to put the question to a vote;
 - (d) to postpone;
 - (e) to refer; and
 - (f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair using the process set out in Appendix A Section 1.4.

1.10 **Motions at Committee Meetings:**

- (a) For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.
- (b) Notwithstanding anything to the contrary, the following rules apply to Committee meetings:
 - (i) Motions to close or limit debate are not permitted;
 - (ii) There is no limit to the number of times a Trustee may speak on a matter;
 - (iii) It is not necessary to address the Chair before speaking;
 - (iv) A roll-call vote or vote by ballot cannot be ordered in a meeting of the Committee of the Whole, nor can a counted rising vote be ordered except by the Chair.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.

B. SPECIFIC MOTIONS

Type of Motion	Specifics
To amend	<p>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided.</p> <p>Only one amendment to the motion shall be on the floor at any one time.</p> <p>An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order and should be ruled out of order.</p> <p>Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</p>
To reconsider	<p>A motion to reconsider is a motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion.</p> <p>After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered at any meeting held thereafter, provided that the notice of motion procedure has been followed.</p> <p>A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</p>
To adjourn	<p>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</p>

Type of Motion	Specifics
To lay on the table	A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action later in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.
To put the question to a vote	The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the main question in debate be now put?" or "Call the vote?" If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.
To postpone indefinitely	A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion defeats the main motion for the duration of the session.
To postpone to definite time	A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.
To rescind	A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.

C. VOTING

- 1.1 **Trustee Participation:** Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the *Municipal Conflict of Interest Act* and/or the *Trustee Code of Conduct*, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the *Municipal Conflict of Interest Act*. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.2 **Majority Vote:** Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.
- 1.3 **Method:** Every matter considered by the Board of Trustees shall be disposed of by a counted vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):
- (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
 - (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
 - (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.
- 1.4 **Recorded Votes:** Votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee or a Student Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.
- 1.5 **Request for Division:** A Trustee that doubts the accuracy of the vote may for a call for a division and the Chair shall conduct either a voice or rising vote. Either the Chair on their own initiative, or a majority of Trustees may order the vote to be counted.

- 1.6 **Student Trustees:** While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to:
- (a) submit a report for receipt by the Board of Trustees;
 - (b) request that a voting member of the Board of Trustees bring a specific motion;
 - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
 - (i) A recorded non-binding vote that includes the Student Trustee's vote; and
 - (ii) A recorded binding vote that does not include the Student Trustee's vote.
- 1.7 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.

APPENDIX D – AGENDAS FOR MEETINGS
APPENDIX D-1 – AGENDAS FOR MEETINGS
REGULAR MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. National Anthem
3. Opening Prayer
4. Acknowledgement of First Nations' Sacred Territory
5. Approval of Agenda
6. Declaration of Interest
7. Approval of Board of Trustee Minutes
 - i) Business Arising from the Minutes

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Student Voice Report
 - iii) Good News Reports

f) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

g) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

h) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

i) ADDITIONAL BUSINESS

1. Notices of Motion

j) QUESTIONS ASKED BY TRUSTEES

k) DECLARED INTEREST ITEMS

l) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

n) FUTURE MEETINGS

o) ADJOURNMENT

APPENDIX D-2 – AGENDAS FOR MEETINGS SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for special meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Acknowledgement of First Nations' Sacred Territory
4. Approval of Agenda
5. Declaration of Interest

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-3 – AGENDAS FOR MEETINGS REGULAR MEETINGS OF COMMITTEES

The Agenda and order of business for regular meetings of Committees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Acknowledgement of First Nations' Sacred Territory
4. Approval of Agenda
5. Declaration of Interest
6. Approval of Committee Minutes
 - i) Business Arising from the Minutes

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

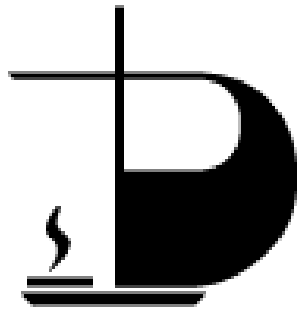
m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-4 – AGENDAS FOR MEETINGS IN-CAMERA MEETINGS

The Agenda and order of business for In-camera meetings will normally be as follows:

- a) ROUTINE MATTERS
 - 1. Approval In-Camera Minutes
 - 2. Business Arising from the In-Camera Minutes
- b) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT
- c) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM COMMITTEE FOR RECEIPT
- d) IN-CAMERA TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
- e) IN-CAMERA ADDITIONAL BUSINESS
 - 1. Notices of Motion
- f) QUESTIONS OF AN IN-CAMERA NATURE ASKED BY TRUSTEES
- g) DECLARED INTEREST ITEMS
- h) RISE FROM IN-CAMERA



Dufferin-Peel Catholic District School Board

PROCEDURAL BY-LAW

*Give me now wisdom and knowledge to go out and come in before this
people, for who can rule this great people of yours?
2 Chronicles 1:10*

Revised: April 2024

Next Review Date: April 2025

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PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the *Education Act* which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications.

Capitalized terms in this By-law are defined in Article 9: Index.

ARTICLE 1 RULES OF ORDER

- 1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of *Robert's Rules of Order*. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of *Robert's Rules of Order* applies to that matter.
- 1.2 **DPCDSB Local School Board Governance Manual:** This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, individual Trustees, the Director/Secretary and senior staff with respect to local school board governance/day-to-day management, on the other hand, are set out in the *DPCDSB Local School Board Governance Manual*, as the Board of Trustees may amend or replace, located in the [DPCDSB Governance Guideline](#).
- 1.3 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:
 - a) *Education Act* and other applicable legislation, including any order of the Government of Ontario and/or Federal Government of Canada, including an emergency order
 - b) By-law
 - c) Code of Conduct
 - d) Board of Trustees' Resolutions and Policies, other than the Code of Conduct
 - e) The current edition of *Robert's Rules of Order*

ARTICLE 2 DUTIES

2.1 **Board of Trustees:** In addition to any other duties under Applicable Laws, the Board of Trustees shall:

- a) promote student achievement and well-being; (s.169.1(a))¹
- b) carry out its role in accordance with the teachings of the Catholic faith;
- c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground; (s.169.1(a.1))
- d) promote the prevention of bullying; (s.169.1(a.2))
- e) ensure effective stewardship of the DPCDSB's resources; (s.169.1(b))
- f) deliver effective and appropriate education programs to its pupils, through the approval of policy; (s.169.1(c))
- g) develop and maintain policies and organizational structures that:
 - 1. promote the goals referred to in clauses (a) to (f);
 - 2. encourage pupils to pursue their educational goals; (s.169.1(d)) and
 - 3. promote the DPCDSB's vision and mission;
- h) monitor and evaluate the effectiveness of policies under clauses (f) and (g) in achieving the goals and the efficiency of the implementation of those policies; (s.169.1(e))
- i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the "**Multi-Year Strategic Plan**"); (s.169.1(f))
- j) annually review the Multi-Year Strategic Plan with the Director/Secretary; (s.169.1(g)) and

¹ Unless otherwise specified herein, all section references in brackets throughout this By-law are to the *Education Act*.

k) monitor and evaluate the performance of the Director/Secretary, in meeting the following:

1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and
2. any other duties assigned by the Board of Trustees. (s.169.1(h))

2.2 **Trustees:** In addition to complying with Applicable Laws and all resolutions of the Board of Trustees, each Trustee shall:

- a) carry out their responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under Applicable Laws; (s.218.1(a))
- b) attend and participate in meetings of the Board of Trustees, including meetings of Committees of which they are a member; (s.218.1(b))
- c) consult with parents, students and supporters of the DPCDSB on the Multi-Year Strategic Plan; (s.218.1(c))
- d) bring concerns of parents, students and supporters of the DPCDSB to the attention of the Board of Trustees; (s.218.1(d))
- e) uphold the implementation of any resolution after it is passed by the Board of Trustees; (s.218.1(e))
- f) entrust the day-to-day management of the DPCDSB to its staff through the Director/Secretary; (s.218.1(f))
- g) maintain focus on student achievement and well-being; (s.218.1(g))
- h) comply with the Trustee Code of Conduct; (s.218.1(h)) and
- i) communicate with Church, local governmental and/or community partner officials (“Officials”) as necessary on matters that have implications or impact on the Trustee’s ward(s).

Notwithstanding the foregoing, any matter that has or may have implications or impact on any other Trustee’s ward, the Board of Trustees and/or the DPCDSB shall be referred by a Trustee to the Board of Trustees for action. Action may, for example, consist of the Chair acting in their role as spokesperson of the Board of Trustees pursuant to Section 2.4 (f). For matters referred to the Board of Trustees in connection with this Section 2.2 (i), no Trustee shall communicate with Officials without prior approval by the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.

2.3 Director/Secretary: In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

- a) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan; (s.283.1(1)(a) and (d))
- b) ensure that the Multi-Year Strategic Plan establishes the DPCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the *Education Act*; (s.283.1(1)(b))
- c) implement and monitor the implementation of the Multi-Year Strategic Plan and report periodically to the Board of Trustees on the status of its implementation; (s.283.1(1)(c))
- d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
- e) immediately upon discovery, bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the *Education Act*; (s.283.1(f))
- f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission; (s.283.1(1)(g))
- g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member; (s.198(1)(a))
- h) transmit to the Ministry of Education copies of reports requested by it; (s.198(1)(b))
- i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing (including by electronic means); (s.198(1)(c))
- j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees; (s.198(1)(d))
- k) attend all meetings of the Board of Trustees and Committees in person or by designate; (O.Reg 463/97, s.5.(1)(3); s. 283.1(1)(e) and s.198.(1)(e))
- l) prepare or arrange to have prepared by a delegated representative, minutes of all meetings of the Board of Trustees and of Committees; (s.170.(1)(4); s.198(1)(a))

- m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees; (s.170.(1)(4) and (18); s. 171(1)(38); s.198.(1)(e))
- n) conduct the official correspondence on behalf of the Board of Trustees;
- o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;(s.198(1)(e))
- p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings including special meetings of the Board of Trustees and of all Committees or delegate the responsibility; (s.218(4))
- q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB’s website; (s.198(1)(e))
- r) have charge of all correspondence, reports and other documents; (s.198(1)(e))
- s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; (s.198(1)(e))
- t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware; (s.198(1)(e)) and
- u) manage the day-to-day operations of the DPCDSB, including executing the implementation of DPCDSB policies and decisions of the Board of Trustees. (s.218.1(f)). For certainty, requests by Trustee(s) for staff to provide information or to perform an action on any matter that will require significant resources to fulfill, at the request of the Director/Secretary, the Board of Trustees shall pass a motion to request staff, through the Director/Secretary, to fulfill such request. A resource is considered “significant” if it requires any of the following as determined by the Director/Secretary:
 - 1. expenditure of funds not previously allocated to fulfill the specific request;
 - 2. engagement of external human resources, including, but not limited to additional staff, consultants and/or external legal counsel;
 - 3. the assignment of one or more existing staff to fulfill the request causing them to vacate any portion of their regular day-to-day assigned duties that cannot be postponed;

2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall:

- a) preside over meetings of the Board of Trustees; (s.218.4(a))
 - b) conduct the meetings in accordance with this By-law; (s.218.4(b))
 - c) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
 - d) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
 - e) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
 - f) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees (s.218.4(e)). In carrying out the role as spokesperson, the Chair shall ensure the following:
 - 1. invitations the Chair receives to attend events as spokesperson of the Board of Trustees are also extended to the Vice-Chair.
 - 2. except for offering messages such as congratulations and/or condolences to the DPCDSB's partners in education ("Messages") (for example, Church officials, governmental officials, DPCDSB families, and/or community partner officials), matters for which it is proposed the Chair carry out their role as spokesperson of the Board of Trustees, receives prior approval through the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.
 - 3. in circumstances where the Chair carries out this role through the offering of Messages, they shall notify the other Trustees as soon as reasonably possible following the delivery of the Messages.
 - g) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
 - h) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.; (s.218.4(g)) and
 - i) provide leadership to the Board of Trustees in maintaining a focus on the DPCDSB's mission and vision. (s.218.4(h))
- 2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity. (s.208(7))

ARTICLE 3 COMMITTEES OF THE BOARD AND EXTERNAL ASSEMBLIES

3.1 **Committees:** The Board of Trustees will establish Committees and determine the duties of such Committees. (s.171(1)1)) The Committees shall be categorized as follows:

- a) Committees, the mandates and terms of reference of which are established by the *Education Act* ("**Statutory Committees**");
- b) Committees whose duties are normally continuous, whether required by statute or otherwise ("**Standing Committees**"); and
- c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("**Ad Hoc Committees**").

Statutory Committees: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Audit (s.253.1) (three Trustees) (O.Reg 361/10)
- b) Special Education Advisory (s.57.1) (two Trustees and two alternates) (O.Reg 464/97)
- c) Supervised Alternative Learning (one Trustee and one alternate) (O.Reg 374/10)
- d) Discipline (at least three Trustees as available (S. 309(12) and S. 311.3(9))
- e) Central Committee for Catholic School Advisory Councils (one Trustee and one alternate) (O.Reg 612/00)

Standing Committees: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Administration and Finance (also a Committee of the Whole)
- b) Faith and Program (also a Committee of the Whole)
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review (also a Committee of the Whole)
- e) Performance Planning and Review Committee for the Director of Education (Chair, Vice-Chair and three other Trustees)
- f) Multi-Year Strategic Planning Committee (also a Committee of the Whole)

3.2 **External Assemblies Membership:** The Board of Trustees may appoint Trustees to assemblies established by external agencies ("**External Assemblies**"), including the following. For certainty, External Assemblies are not Committees:

- a) Brampton Board of Trade (three Trustees)
- b) Mississauga Board of Trade (seven Trustees)
- c) Peel Safe and Active Routes to School (two Trustees)
- d) Brampton School Traffic Safety Council (one Trustee and one alternate)
- e) Mississauga Traffic Safety Council (one Trustee and one alternate)
- f) Ontario Catholic School Trustees Association (two Trustees)

3.3 **Functions, Duties, Responsibilities and Powers of Committees:** The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.4 **Committee Membership:**

- a) Individuals appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees and DPCDSB resources are dedicated to support its work.
 - **Statutory Committee Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Statutory Committees in accordance with the *Education Act*. Notwithstanding anything to the contrary, , the term of Trustees appointed to the Audit Committee is two (2) years.
 - **Standing Committee Membership:** At its Inaugural or Organizational meeting, as the case may be, the Board of Trustees shall appoint the chair, vice- chair and other members of each Standing Committee.
- b) **Ad Hoc Committee and External Assembly Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Ad Hoc Committees and External Assemblies.
- c) **Notwithstanding** anything to the contrary, Committee and External Assembly

Membership is subject to the following:

- the Chair and Vice-Chair must be members of the Performance Planning and Review Committee for the Director of Education as required by DPCDSB Policy No. 30, as may be amended or replaced;
- only Trustees without a declared interest may be members of the Contract and Negotiations Committee;
- a Trustee's membership on a Committee or External Assembly is subject to any sanctions imposed on the Trustee pursuant to section 218.3 of the *Education Act* arising out of a finding of a breach of the Code of Conduct or otherwise required by law.

d) **Committee Procedures:** Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committee's, with necessary modifications, subject to the following:

- All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.
- The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)
- Election of the chair and vice-chair of the Audit Committee shall occur at the Audit Committee's first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The process to meet In-Camera set forth in Article 6 applies to Committee meetings with necessary modifications.

ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

- 4.1 **Date and Time:** Subject to any statutory requirements, the Inaugural Meeting shall be held not later than seven (7) days after the day on which the term of office of the Board of Trustees commences, at the Catholic Education Centre at 7:00 p.m., (s.208(2)) following a 6:00 p.m. mass, or at such other time and location determined by the Chair. Each subsequent Annual Organizational Meeting of the Board of Trustees shall be held at such time and place as the Board of Trustees considers expedient. (s.208(6))
- 4.2 **Meeting Procedure:** The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:
- a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
 - 1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
 - 2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
 - 3. administer to each Trustee a declaration of office and oath of allegiance; and
 - 4. declare the Board of Trustees to be legally constituted.
 - b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
 - 1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
 - 2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate);
 - 3. The Director/Secretary shall ask all nominees to confirm whether they wish to allow their name to stand in nomination;
 - 4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees;
 - 5. Trustees may ask questions of each candidate;
 - 6. The election shall then proceed by secret ballot;

7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote;
 8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting;
 9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the *Education Act*;
 10. A majority of the Board of Trustees present and entitled to vote at the meeting will bring a motion to destroy the ballots or file the ballots with the Director/Secretary and then destroyed at a date defined in the motion.
- c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.
 - d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of the following Standing Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees: Faith and Program; By-law/Policies Review; Administration and Finance; Multi-Year Strategic Plan and Contract and Negotiations.
 - e) At least every five years, once the Audit Committee has recommended the appointment of an auditor to the Board of Trustees, the Board of Trustees shall appoint its auditors for the ensuing one to five years.
- 4.3 **Term of Office:** The term of office for all positions and appointments of Trustees described in this Article 4 shall be for a period of one year, except for the Audit Committee where the term of office shall be two years.

ARTICLE 5

PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1 Quorum: A majority of Trustees constitutes a quorum. (s.208(11))

- a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene, and the Director/Secretary shall record the names of the members present.
- b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene, and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.
- c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present, and the Director/Secretary shall then record the time of adjournment and the names of the members present.
- d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

5.2 Regular Meetings: The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. on the fourth Tuesday of every month, other than June, July and December, and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. (s.170(14)) The Board of Trustees may pass a motion by simple majority to extend a meeting past 11:00 pm. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3 Meeting Materials: To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB's website for public access.

5.4 **Agendas for Meeting:** The Agenda and order of business for meetings of the Board of Trustees and its Committees will normally be as set out in Appendix D. (s.218(4))

5.5 **Adding to Agenda**

- a) **Prior to the Meeting:** At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.
- b) **At the Meeting:** A Trustee or the Director/Secretary may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting. Other than in urgent circumstances, items dealing with substantive issues should not be added to the agenda at the meeting to ensure fairness to Trustees who are absent.
- c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting but may be changed by a majority vote of the Trustees present at such meeting.
- d) Amendments to the Agenda during the meeting shall be permitted if all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(k), special meetings of the Board of Trustees may be called at the discretion of the Chair or at the request of at least two (2) Trustees, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists. (s.208(13))

- 5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, (s.228(1)(b)) a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive full regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.
- 5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or DPCDSB business, or while serving as an officer of a Trustee association, or for other reasons approved by the Board of Trustees, will be recorded as such, and such reason will be taken into consideration by the Board of Trustees when determining if a motion will be passed pursuant to Section 228 of the *Education Act* if the subject absence forms part of three (3) consecutive absences. For the purpose of this Section, Board of Trustee or DPCDSB business may include, but is not limited to, attending school council meetings, meetings with government representatives and Board of Trustees-approved conferences.
- 5.9 **Electronic and Physical Attendance at Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and DPCDSB Policy No. 1.06, as amended or replaced as follows: (O. Reg. 463/97 s. 5)

Type of Meeting	Physical Attendance Requirement
Board of Trustees and Committees of the Whole	1.The Chair or their designate; 2.At least one other Trustee; and 3.The Director/ Secretary or their designate.
Committees, other than Committees of the Whole	1.The Committee Chair or their designate, however, if the Committee Chair or their designate participates in a meeting by electronic means pursuant to one of the Exceptions set out below, then at least one additional Committee member must be physically present; and 2.The Director/Secretary or designate.
Exceptions: 1. The Chair of the Board of Trustees or a Committee (or their respective designates) may participate in a meeting by electronic means if one of the following apply: a) The distance from the Chair's or their designate's current residence to the meeting location is two hundred (200) kilometres or more; b) Weather conditions do not allow the Chair or their designate to travel to the meeting location safely; or	

- c) The Chair or their designate cannot be physically present at the meeting due to health-related issues.

Notwithstanding the foregoing, for Board of Trustees meetings, the Chair or designate must be physically present in the meeting room for at least half of the Board of Trustees meetings for any twelve (12)-month period beginning November 15 of any year. (O. Reg. 463/97 s. 5.1(2))

Furthermore, every Trustee, other than the Chair, must be physically present in the meeting room for at least three (3) regular meetings of the Board of Trustees during each twelve (12) month period beginning November 15 of each year. (O. Reg. 463/97, S. 6.1).

The foregoing physical attendance requirements apply except in rare circumstances where all schools are closed pursuant to an order as described by O. Reg. 463/97 s. 6.1(2), (3) or (4).

The Board of Trustees may deny one or more Trustees access to electronic attendance and require them to be physically present at the meeting for the Board of Trustees or a Committee to comply with legislative requirements. (O. Reg. 4693/97 s. 5) A Trustee attending a meeting electronically must fulfill the following obligations:

- (a) The mute function is used when the Trustee is not speaking;
- (b) Participate in a quiet room with a closed door to prevent unnecessary distractions;
- (c) Ensure their camera is on when voting. During the rest of the meeting, if a Trustee needs to turn their camera off, they will advise the recording secretary if they have left the meeting for any length of time;
- (d) For In-Camera meetings, comply with the requirements of Section 6.7 in addition to the foregoing.

5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity. (s.208(9)) Notwithstanding the foregoing, in circumstances where there is a past Chair, they shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.

5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained. (s.198(1)(a))

5.12 **Content of Minutes:** Each set of meeting minutes shall contain the following:

1. the type of meeting (“regular”, “special”, etc.);
2. the date and place of the meeting;
3. the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees absent for the entire meeting;
4. the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
5. disclosure of declared interests;
6. all motions and points of order and appeals, and the disposition thereof;
7. the time of adjournment; and
8. the time, date, and place of the next meeting.

ARTICLE 6 IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

- 6.1 **Principle of Open Meetings:** All meetings, including electronic meetings, of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public. A person shall only be excluded from a meeting that is open to the public, for improper conduct (s.207(1)) as determined by the chair of the meeting in their absolute discretion.
- 6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
- a) the security of the property of the DPCDSB;
 - b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiation with employees of the DPCDSB; and
 - e) litigation affecting the DPCDSB. (s.207(2))
- 6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the DPCDSB. (s.207(2.1))
- 6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.
- 6.5 **In-Camera Meetings - Private Sessions:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees Only”. For certainty, an In-Camera Meeting - Private Session-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary. The Committee of the Whole may, in its discretion, invite such.

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

6.6 Process to Meet In-Camera as Committee of the Whole: When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of [describe reason for matter to be discussed in-camera, with reference to the criteria set out in Section 6.2 and/or 6.3]”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene in public, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [describe reason for matter to be discussed in-camera with reference to criteria set out above] and recommend adoption of the recommendations set out therein”.

6.7 Confidential Nature of In-Camera Meetings:

a) **Materials and Other Information:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

b) **Security:** A Trustee attending electronically in an In-Camera meeting must fulfill the following obligations in addition to those set out in Section 5.10:

- That they access the meeting using headphones;
- That they access the meeting alone in a private and quiet room with a closed door through which the meeting deliberations cannot be heard by anyone else;
- That they provide the location from where they are physically to the recording secretary and the Chair of the Board of Trustees or the Committee, as the case may be. This location shall not be disclosed publicly; however, the Trustee will be noted in the minutes to have participated in the meeting electronically;
- That, when possible, their camera stays on.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. (s.55(5)).

ARTICLE 7 DELEGATIONS AND SUBMISSIONS

7.1 **Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
 - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
 - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
 - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
 - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
 - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
 - age
 - Ancestry, colour, race
 - Citizenship
 - Ethnic origin
 - Place of origin
 - Creed
 - Disability
 - Family status
 - Marital status (including single status)
 - Gender identity, gender expression
 - Receipt of public assistance (in housing only)
 - Record of offences (in employment only)
 - Sex (including pregnancy and breastfeeding)
 - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

ARTICLE 8 BY-LAW AMENDMENTS

- 8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees' policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.
- 8.2 **Annual Review of By-law:** The By-law/Policies Review Committee shall annually review this By-law.
- 8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired, or obligation or liability incurred under 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 this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.
- 8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to Applicable Laws. The provision to suspend the rules for an emergency debate requires two-thirds (2/3) of those Trustees present at a duly called and regularly constituted meeting.

ARTICLE 9 INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

- a) **“Agenda”** means a list of items that are to be discussed at a meeting of the Board of Trustees.
- b) **“Annual Organizational Meeting”** means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of each of the Faith and Program, Board By-law/Policies Review, Administration and Finance and Contract and Negotiations Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
- c) **“Applicable Laws”** means the *Education Act*, this By-law, the *Municipal Conflict of Interest Act* and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
- d) **“Board and Committee Information Officer”** means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).
- e) **“Board of Trustees”** means the Board of Trustees of the DPCDSB.
- f) **“Business Day”** means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays.
- g) **“By-law”** means this procedural by-law of the DPCDSB.
- h) **“Chair”** means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
- i) **“Trustee Code of Conduct”** means DPCDSB Policy No. 1.02 entitled *“Code of Conduct – Trustees”* (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the *Education Act*.
- j) **“Committee”** means any committee of the Board of Trustees established in accordance with this By-law.
- k) **“Committee of the Whole”** means a meeting of the Trustees that is not a meeting of the Board of Trustees.
- l) **“Director/Secretary”** means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary’s designate where the context requires or allows.

- m) **“DPCDSB”** means the Dufferin-Peel Catholic District School Board.
- n) **“Education Act”** means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.
- o) **“In-Camera Meeting”** means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the *Education Act*.
- p) **“Inaugural Meeting”** means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.
- q) **“Minister”** means the Minister of Education and Minister Responsible for Early Years and Child Care.
- r) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.
- s) **“Municipal Elections Act”** means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, and includes the regulations enacted thereunder.
- t) **“Staff”** means the staff of the DPCDSB.
- u) **“Student Trustee”** means a senior secondary student elected pursuant to the *Education Act* to represent all students of the DPCDSB. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.
- v) **“Trustee”** means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*.
- w) **“Vice Chair”** means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.

APPENDIX A – THE CHAIR’S ROLE

- 1.1 **Rules of Order.** The Chair or, in their absence, the Vice-Chair shall preside over all meetings.
- 1.2 **Attendance.** The Chair shall cause the Board and Committee Information Officer to do the following:
- a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and
 - b) maintain the record of attendance referenced in Section 5.8 of this By-law.
- 1.3 **Chair Participation.** Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.
- 1.4 **Appeal of Chair’s Ruling.** A Trustee may appeal the Chair's ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

APPENDIX B – OBTAINING THE FLOOR

- 1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before the Chair has recognized them shall be considered out-of-order.
- a) **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who may speak.
 - b) **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.
 - c) **Guideline for Limitation on and use of Floor Time.** Upon obtaining the floor, a Trustee shall make every effort to speak succinctly on the relevant issue and use only a reasonable amount of time to do so. As a Guideline, it is recommended that a Trustee have the floor for no more than five (5) consecutive minutes for the same issue. If the Chair determines that time in excess of five (5) consecutive minutes is unreasonable in the circumstances, the Chair may limit the amount of additional time that a Trustee may continue to have the floor. Notwithstanding the foregoing, such limitations enforced by the Chair must be fair and justifiable and the time limit must allow for at least another five (5) consecutive minutes by the subject Trustee on the issue. The foregoing does not apply in circumstances falling under Section 1.1 (h) of this Schedule B, in which case, the Chair has the discretion to limit or end the Trustee's floor time at any time.
 - d) **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix "C". The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.
 - e) **Guideline for Time Limit on Debate.** Each matter should be debated within thirty (30) minutes of it being stated by the Chair. At or after the expiration of the thirty (30) minutes, the Chair shall put the question, "Is it the will of the Board of Trustees/Committee to extend the debate for fifteen (15) minutes?". The vote shall be taken immediately without debate. Up to two extensions of debate may be permitted.
 - f) **Procedure when Time Limit Expires.** If a matter has not been disposed of at a meeting within the time limits set out above, then, notwithstanding anything to the contrary, the Chair shall call for a motion to call the question. If such motion is not passed, the matter shall be referred to the appropriate Board of Trustees or Committee meeting.

- g) **Questions asked by.** To maximize efficiencies at each Board of Trustees and Committee meeting, Trustees should, to the extent practicable, only raise matters at a particular meeting that are relevant to the subject matter under the purview of that assembly unless the matter must be dealt with urgently. Each Trustee may ask up to five (5) questions per matter at a Meeting. A Trustee may ask an additional five (5) questions on the same matter at the discretion of the Chair.
- h) **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees' office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.

APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

- 1.1 **Notices of Motions.** The Notice of Motion has the effect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next meeting. Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next meeting of the Board of Trustees. A Notice of Motion:
- (a) must be in writing and delivered to the Director/Secretary within three (3) days before the meeting at which it is going to be brought.
 - (b) requires no seconder and is not debatable at the time it is introduced.
 - (c) shall not be the subject of any debate or comment at the meeting at which it is introduced. In the case of urgent and pressing matters, with two-thirds' consent of Trustees present and eligible to vote, the motion may be dealt with immediately. A matter is considered urgent and/or pressing if it must be dealt with before the next scheduled meeting to avoid any of the following:
 - (i) irreparable harm to any individual or Board property;
 - (ii) immediate danger or harm to any individual;
 - (iii) the security of DPCDSB property;
 - (iv) anticipated or actual legal proceeding that requires the motion to be dealt with immediately to comply with legislated timelines;
- 1.2 **Motions in Writing.** In order to be debated and put to a vote, motions must be in writing, **except** the following motions:
- (a) to receive reports;
 - (b) to refer;
 - (c) to postpone;
 - (d) to lay on the table;
 - (e) to put the question to a vote;
 - (f) to file;
 - (g) to go into Committee of the Whole;
 - (h) to rise and report;
 - (i) to adjourn; and
 - (j) such short oral motions as the Chair may accept.
- 1.3 **Speaking on Proposed Motion.** A Trustee may propose a motion and speak to it before it is seconded.

- 1.4 **Motions to be Seconded.** Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 **Request to Read Motion.** Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time during the debate, provided that no such request shall be made so as to interrupt another Trustee.
- 1.6 **Motions on the Agenda.** Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.
- 1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.
- 1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:
- (a) to adjourn;
 - (b) to lay on the table;
 - (c) to put the question to a vote;
 - (d) to postpone;
 - (e) to refer; and
 - (f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair using the process set out in Appendix A Section 1.4.

1.10 **Motions at Committee Meetings:**

- (a) For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.
- (b) Notwithstanding anything to the contrary, the following rules apply to Committee meetings:
 - (i) Motions to close or limit debate are not permitted;
 - (ii) There is no limit to the number of times a Trustee may speak on a matter;
 - (iii) It is not necessary to address the Chair before speaking;
 - (iv) A roll-call vote or vote by ballot cannot be ordered in a meeting of the Committee of the Whole, nor can a counted rising vote be ordered except by the Chair.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.

B. SPECIFIC MOTIONS

Type of Motion	Specifics
To amend	<p>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided.</p> <p>Only one amendment to the motion shall be on the floor at any one time.</p> <p>An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order and should be ruled out of order.</p> <p>Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</p>
To reconsider	<p>A motion to reconsider is a motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion.</p> <p>After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered at any meeting held thereafter, provided that the notice of motion procedure has been followed.</p> <p>A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</p>
To adjourn	<p>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</p>

Type of Motion	Specifics
To lay on the table	A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action later in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.
To put the question to a vote	The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the main question in debate be now put?" or "Call the vote?" If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.
To postpone indefinitely	A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion defeats the main motion for the duration of the session.
To postpone to definite time	A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.
To rescind	A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.

C. VOTING

- 1.1 **Trustee Participation:** Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the *Municipal Conflict of Interest Act* and/or the *Trustee Code of Conduct*, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the *Municipal Conflict of Interest Act*. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.2 **Majority Vote:** Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.
- 1.3 **Method:** Every matter considered by the Board of Trustees shall be disposed of by a counted vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):
- (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
 - (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
 - (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.
- 1.4 **Recorded Votes:** Votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee or a Student Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.
- 1.5 **Request for Division:** A Trustee that doubts the accuracy of the vote may for a call for a division and the Chair shall conduct either a voice or rising vote. Either the Chair on their own initiative, or a majority of Trustees may order the vote to be counted.

- 1.6 **Student Trustees:** While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to:
- (a) submit a report for receipt by the Board of Trustees;
 - (b) request that a voting member of the Board of Trustees bring a specific motion;
 - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
 - (i) A recorded non-binding vote that includes the Student Trustee's vote; and
 - (ii) A recorded binding vote that does not include the Student Trustee's vote.
- 1.7 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.

APPENDIX D – AGENDAS FOR MEETINGS
APPENDIX D-1 – AGENDAS FOR MEETINGS
REGULAR MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. National Anthem
3. Opening Prayer
4. Acknowledgement of First Nations' Sacred Territory
5. Approval of Agenda
6. Declaration of Interest
7. Approval of Board of Trustee Minutes
 - i) Business Arising from the Minutes

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Student Voice Report
 - iii) Good News Reports

f) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

g) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

h) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

i) ADDITIONAL BUSINESS

1. Notices of Motion

j) QUESTIONS ASKED BY TRUSTEES

k) DECLARED INTEREST ITEMS

l) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

n) FUTURE MEETINGS

o) ADJOURNMENT

APPENDIX D-2 – AGENDAS FOR MEETINGS SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for special meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Acknowledgement of First Nations' Sacred Territory
4. Approval of Agenda
5. Declaration of Interest

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-3 – AGENDAS FOR MEETINGS REGULAR MEETINGS OF COMMITTEES

The Agenda and order of business for regular meetings of Committees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Acknowledgement of First Nations' Sacred Territory
4. Approval of Agenda
5. Declaration of Interest
6. Approval of Committee Minutes
 - i) Business Arising from the Minutes

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-4 – AGENDAS FOR MEETINGS IN-CAMERA MEETINGS

The Agenda and order of business for In-camera meetings will normally be as follows:

- a) ROUTINE MATTERS
 - 1. Approval In-Camera Minutes
 - 2. Business Arising from the In-Camera Minutes
- b) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT
- c) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM COMMITTEE FOR RECEIPT
- d) IN-CAMERA TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
- e) IN-CAMERA ADDITIONAL BUSINESS
 - 1. Notices of Motion
- f) QUESTIONS OF AN IN-CAMERA NATURE ASKED BY TRUSTEES
- g) DECLARED INTEREST ITEMS
- h) RISE FROM IN-CAMERA

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 4

POLICY 30.00: PERFORMANCE PLANNING AND REVIEW: DIRECTOR OF EDUCATION

- 1) THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 30.00: *DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL*, AS AMENDED.**

Regular Board Meeting
April 23, 2024
<i>POLICY 30.00: DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL</i>
Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, and Trust

“Show yourself in all respects a model of good works, and in your teaching show integrity, gravity, and sound speech that cannot be censured...”

Titus 2:7-8

BACKGROUND

The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to ensuring that its policies reflect requirements of applicable law. Policy 30.00, currently called *Performance Planning and Review: Director of Education* and its General Administrative Procedure (GAP) 334.00, also currently called *Performance Planning and Review: Director of Education* require amendments to reflect recent changes in applicable law.

DISCUSSION

Policy 30.00 and GAP 334.00 provide an overview of the DPCDSB Director’s performance review process. The recommended revisions for this Policy and GAP include specific requirements of Ontario Regulation 83/24 *Director of Education Performance Appraisal* which recently came into effect.

CONCLUSION

It is recommended that the changes to Policy 30.00 and GAP 334.00 be approved.

THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:

- 1) THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 30.00: *DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL*, AS AMENDED.**

Prepared by: Mehek Arif, Researcher, Policy, Strategy, Research, Safe Schools
Margaret Beck, Counsel

Submitted by: Marianne Mazzorato, Ed. D., Director of Education

BOARD POLICY

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>POLICY</u>	
POLICY NUMBER:	30.00
SUBJECT:	Performance Planning and Review: Director of Education <u>DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL</u>
REFERENCE:	GAP 334.00 Performance Planning and Review: <u>GAP 334.00</u> Director of Education <u>Performance Appraisal</u>
EFFECTIVE/REVISED DATE:	(257) October 23, 2018; <u>April 23, 2024</u>

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." ~~Matthew 5:16~~

Matthew 5:16

As per the

1. Annually, the Board of Trustees is responsible for conducting a performance appraisal and evaluation of the Director of Education (Director).
2. No later than May 15 of every year, the Board of Trustees shall establish a committee (Director Performance Appraisal Committee or DPAC) responsible for conducting a performance appraisal of the Director, which is composed of not fewer than three (3) and not more than seven (7) Trustees, one of whom shall be elected by a majority of the DPAC to act as its chair. The DPAC is responsible for conducting any performance appraisal required under O. Reg 83/24 (defined below) and General Administrative Procedure 334.00: *Director of Education Performance Appraisal*.
3. A vacancy on the DPAC shall be filled, if required, in accordance with O. Reg. 83/24.
4. **REFERENCES APPLICABLE TO THIS POLICY:**

Education Act,

4.1 R. S. O. 1990 c. E.2., s. 169.1 (1) Every ~~board~~[Board of Trustees] shall,
~~monitor~~

- (a) Promote student achievement and evaluate well-being;
 - i. Promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
 - ii. Promote the ~~performance~~ prevention of bullying;
- (b) Ensure effective stewardship of the ~~Director of Education~~ board's resources;
- (c) Deliver effective and appropriate education programs to its pupils;

- (d) Develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);
- (e) Annually review the plan referred to in clause (f) with the board's director of education or the supervisory officer acting as the ~~Board's Director of Education~~board's director of education; and
- (~~h~~)(f) Monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education, in meeting,
- (i) his or her[their] duties under ~~this~~[the Education Act] or any policy, ~~guidelines~~guideline or regulation made under [the ~~multi-year~~Education Act], including duties under the plan ...
~~required~~referred to in ~~Section 169.1 (1)~~clause (f), and
- ii. any other duties assigned by the [Board of Trustees. ~~(Education Act,).~~

~~(iii)~~4.2 Ontario } Regulation 83/24, Director of Education Performance Appraisal.

~~Annually, the Board of Trustees will engage in a performance planning and review process of the Director of Education intended to:~~

- ~~• ensure accountability for the effective leadership and management of the school system;~~
- ~~• provide the Director of Education with concrete feedback from the elected Board on his/her performance to be used as a basis for his/her personal development in the role.~~

~~The main intent of the process is to provide helpful, objective feedback to the~~

4.3 General Administrative Procedure 334.00: Director of Education ~~in order to optimize
future performance.~~Performance Appraisal.

5 All references and authorities set out in this Policy include such references and authorities as may be amended or replaced.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>POLICY</u>	
POLICY NUMBER:	30.00
SUBJECT:	DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL
REFERENCE:	GAP 334.00 Director of Education Performance Appraisal
EFFECTIVE/REVISED DATE:	October 23, 2018; April 23, 2024

“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.”

Matthew 5:16

1. Annually, the Board of Trustees is responsible for conducting a performance appraisal and evaluation of the Director of Education (Director).
2. No later than May 15 of every year, the Board of Trustees shall establish a committee (Director Performance Appraisal Committee or DPAC) responsible for conducting a performance appraisal of the Director, which is composed of not fewer than three (3) and not more than seven (7) Trustees, one of whom shall be elected by a majority of the DPAC to act as its chair. The DPAC is responsible for conducting any performance appraisal required under O. Reg 83/24 (defined below) and General Administrative Procedure 334.00: *Director of Education Performance Appraisal*.
3. A vacancy on the DPAC shall be filled, if required, in accordance with O. Reg. 83/24.
4. **REFERENCES APPLICABLE TO THIS POLICY:**
 - 4.1 *Education Act*, R. S. O. 1990 c. E.2., s. 169.1 (1) Every [Board of Trustees] shall,
 - (a) Promote student achievement and well-being;
 - i. Promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
 - ii. Promote the prevention of bullying;
 - (b) Ensure effective stewardship of the board’s resources;
 - (c) Deliver effective and appropriate education programs to its pupils;
 - (d) Develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);
 - (e) Annually review the plan referred to in clause (f) with the board’s director of education or the supervisory officer acting as the board’s director of education; and
 - (f) Monitor and evaluate the performance of the board’s director of education, or the supervisory officer acting as the board’s director of education, in meeting,

- i. [their] duties under [the Education Act] or any policy, guideline or regulation made under [the Education Act], including duties under the plan referred to in clause (f), and
- ii. any other duties assigned by the [Board of Trustees].

4.2 Ontario Regulation 83/24, *Director of Education Performance Appraisal*.

4.3 [General Administrative Procedure 334.00](#): *Director of Education Performance Appraisal*.

5 All references and authorities set out in this Policy include such references and authorities as may be amended or replaced.

DRAFT

BOARD POLICY

POLICY NUMBER	30.00
SUBJECT	Performance Planning and Review: Director of Education
REFERENCE	GAP 334.00 Performance Planning and Review: Director of Education
EFFECTIVE DATE	(257) October 23, 2018

“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” – Matthew 5:16

As per the *Education Act*,

169.1 (1) Every board shall,

(h) monitor and evaluate the performance of the Director of Education or the supervisory officer acting as the Board’s Director of Education, in meeting,

(i) his or her duties under this Act or any policy, guidelines or regulation made under the multi-year plan ... required in Section 169.1 (1) (f), and

(ii) any other duties assigned by the Board of Trustees. (*Education Act*, Ontario)

Annually, the Board of Trustees will engage in a performance planning and review process of the Director of Education intended to:

- ensure accountability for the effective leadership and management of the school system;
- provide the Director of Education with concrete feedback from the elected Board on his/her performance to be used as a basis for his/her personal development in the role.

The main intent of the process is to provide helpful, objective feedback to the Director of Education in order to optimize future performance.

GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	300 <u>ALL STAFF</u>
GAP NUMBER:	334.00
SUBJECT:	Performance Planning and Review: Director of Education <u>DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL</u>
REFERENCE:	Policy 30.00 Performance Planning and Review: <u>Policy 30.00</u> Director of Education <u>Performance Appraisal</u>
EFFECTIVE:	October 23, 2018
REVIEWED/AMENDED:	<u>April 23, 2024</u>
REPLACES:	<u>New</u>
PAGE	<u>1 of 3</u>

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." ~~— Matthew 5:16~~

Matthew 5:16

~~As per~~

1. PURPOSE AND BACKGROUND

In fulfilling its obligations under the Education Act,

~~169.1 (1) Every board shall,~~

~~(h) monitor and evaluate the performance of the R.S.O., 1990 c. E.2., including Ontario Regulation 83/24 Director of Education or the supervisory officer acting as the Board's Director of Education, in meeting,~~

~~(i) his or her duties under this Act or any policy, guidelines or regulation made under the multi-year plan ... required in Section 169.1 (1) (f), and~~

~~(ii) any other duties assigned by the Board of Trustees. (Education Act, Ontario)~~

Annually, the Board of Trustees will engage in a Performance Review Process to approve the Director Appraisal (O. Reg. 83/24), each of Education's goals and objectives for the coming year and assess performance.

~~GUIDING PRINCIPLES~~

~~The performance planning and review process will be guided by the following principles:~~

- ~~I. It benefits students based on the shared responsibility of the Director of Education and the elected Board of Trustees for improving student achievement;~~
- ~~II. It strengthens the organization, making it more cohesive, viable, accountable and proactivewhich is referenced in serving the needs of students and the broader school board community;~~
- ~~III. It is based on the Director of Education's job description and clearly aligned with the~~

~~annual goals of the~~ Dufferin-Peel Peel Catholic District School ~~Board's multi-year strategic plan;~~

~~IV. It is founded on quantitative and qualitative evidence (data) agreed upon in advance by the Board of Trustees and the Director of Education and collected for the purpose of informing the performance review process;~~

~~V. It is a mutual learning opportunity to affirm successful practices and to improve areas of identified need;~~

- ~~VI. It is results-oriented and reflects a continuous improvement focus for both the Director of Education and the Board of Trustees;~~
- ~~VII. It is characterized throughout by a process that is well understood and communicated to stakeholders while respecting the confidentiality of individual inputs and findings within the professional process of the conduct of the review; and~~
- ~~VIII. It provides a structured opportunity for the Director of Education to receive feedback and it identifies concerns in a timely and supportive way to facilitate resolution.~~

~~PERFORMANCE PLANNING AND REVIEW PROCESS~~

~~The performance planning and review process for the Director of Education provides for six steps.~~

~~Step One: Establishing the Board (DPCDSB) Policy 30: Director of Education Performance Planning and Review Process~~

- 1.1 ~~For each review~~*Appraisal*, the Board of Trustees ~~will identify~~shall, at each of its annual Organizational Meetings, select no fewer than three (3) and no more than seven (7) Trustees as members of ~~the Director~~ Performance ~~Review~~*Appraisal* Committee (~~the Committee~~). ~~The Committee will include the Chair, Vice-Chair and at least three additional trustees. The Chair of the Board of Trustees will chair the Committee. The Committee will be responsible for facilitating the performance planning and review process.~~*DPAC*.

~~Step Two: Establishing the Terms of the Director's Performance Planning and Review~~

~~The performance of the Director of Education is affected by individual competencies and efforts, and by the conditions and demographics of the district. The performance planning and review process should be designed to allow flexibility to recognize these individual circumstances and needs.~~

~~One of the most significant aspects of the performance planning and review process is the open communication, collaboration and discussion that leads to "an agreed upon process." This collaborative approach allows both the Director of Education and the Board of Trustees to be clear about all aspects of the process before the Director of Education performance planning and review process begins.~~

~~Based on input from all trustees, the Committee and the Director of Education will meet to discuss mutually agreed upon criteria, including:~~

- ~~i. what specific evidence will be collected;~~
- ~~ii. who will be involved; and,~~
- ~~iii. how information will be collected.~~

~~Based on these discussions, the Committee will draft the detailed terms of the performance review including the written goals and objectives provided by the Director of Education, areas to be reviewed and anticipated time-line required at each step to complete the process.~~

2. ~~Once a mutual agreement on the terms of the performance planning and review has been reached, the Committee will present the terms of the performance planning and review to~~**RESPONSIBILITIES**

- 2.1 ~~O.Reg. 83/24 sets out the obligations of the Board of Trustees and DPAC as it relates to (1) the timing of interim and full evaluation cycles; (2) the actions to be taken during full and interim evaluation cycles; (3) actions to be taken after evaluation cycles; (4) bi-annual feedback; (5)~~

performance plans; (6) performance appraisals and ratings; and (7) recordkeeping.

Additionally, the Board of Trustees ~~for approval.~~

Step Three: Director of Education's Report

The Director of Education will prepare a report which includes the goals and objectives that were set for the identified period, as well as indications of the results obtained. This report will be used for reference throughout the process and presented to the Committee.

Step Four: Information Gathering

2.2 The Committee, in collaboration with the Director of Education will collect information from various sources intended to inform the evaluation. This step will also include the Director of Education's self-evaluation. The assistance of a skilled facilitator, at the sole discretion of the Board of Trustees, may be used (Director), may develop additional locally focused appraisal criteria. Any such appraisal criteria must draw upon and be applicable to the Director's role in Catholic education generally and Catholic education at DPCDSB specifically.

Step Five: Preparation of Final Report

The Director of Education performance planning and review process culminates with a report from the chair of the Committee that is written on behalf of the Committee to be presented to the Board of Trustees and the Director of Education. The Committee compiles the information gathered throughout the process and prepares the final *Performance Planning and Review Report*. The objective report will be based on the agreed evidence gathered, highlight the evaluation of achievements for the past year as well as proposed goals and objectives for the coming year.

Step Six: Presentation to the Board of Trustees

The Committee submits the final Report to the Board of Trustees for review and approval in Private Session as a Committee of the Whole. The Board of Trustees will only disclose the evaluation process publicly, but not the results.

GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	300 ALL STAFF
GAP NUMBER:	334.00
SUBJECT:	DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL
REFERENCE:	Policy 30.00 Director of Education Performance Appraisal
EFFECTIVE:	October 23, 2018
REVIEWED/AMENDED:	April 23, 2024

“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.”

Matthew 5:16

1. PURPOSE AND BACKGROUND

- 1.1 In fulfilling its obligations under the *Education Act* R.S.O., 1990 c. E.2., including Ontario Regulation 83/24 *Director of Education Performance Appraisal* (O. Reg. 83/24), each of which is referenced in Dufferin-Peel Catholic District School Board (DPCDSB) Policy 30: *Director of Education Performance Appraisal*, the Board of Trustees shall, at each of its annual Organizational Meetings, select no fewer than three (3) and no more than seven (7) Trustees as members of the Director Performance Appraisal Committee (DPAC).

2. RESPONSIBILITIES

- 2.1 O.Reg. 83/24 sets out the obligations of the Board of Trustees and DPAC as it relates to (1) the timing of interim and full evaluation cycles; (2) the actions to be taken during full and interim evaluation cycles; (3) actions to be taken after evaluation cycles; (4) bi-annual feedback; (5) performance plans; (6) performance appraisals and ratings; and (7) recordkeeping.
- 2.2 Additionally, the Board of Trustees, in collaboration with the Director of Education (Director), may develop additional locally focused appraisal criteria. Any such appraisal criteria must draw upon and be applicable to the Director’s role in Catholic education generally and Catholic education at DPCDSB specifically.

GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	300
GAP NUMBER:	334.00
SUBJECT:	Performance Planning and Review: Director of Education
REFERENCE:	Policy 30.00 Performance Planning and Review: Director of Education
EFFECTIVE:	October 23, 2018
REVIEWED/AMENDED	
REPLACES:	New
PAGE	1 of 3

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"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." – Matthew 5:16

As per the *Education Act*,

169.1 (1) Every board shall,

(h) monitor and evaluate the performance of the Director of Education or the supervisory officer acting as the Board's Director of Education, in meeting,

(i) his or her duties under this Act or any policy, guidelines or regulation made under the multi-year plan ... required in Section 169.1 (1) (f), and

(ii) any other duties assigned by the Board of Trustees. (*Education Act*, Ontario)

Annually, the Board of Trustees will engage in a Performance Review Process to approve the Director of Education's goals and objectives for the coming year and assess performance.

GUIDING PRINCIPLES

The performance planning and review process will be guided by the following principles:

- I. It benefits students based on the shared responsibility of the Director of Education and the elected Board of Trustees for improving student achievement;
- II. It strengthens the organization, making it more cohesive, viable, accountable and proactive in serving the needs of students and the broader school board community;
- III. It is based on the Director of Education's job description and clearly aligned with the annual goals of the Dufferin-Peel Catholic District School Board's multi-year strategic plan;
- IV. It is founded on quantitative and qualitative evidence (data) agreed upon in advance by the Board of Trustees and the Director of Education and collected for the purpose of informing the performance review process;
- V. It is a mutual learning opportunity to affirm successful practices and to improve areas of identified need;

- VI. It is results-oriented and reflects a continuous improvement focus for both the Director of Education and the Board of Trustees;
- VII. It is characterized throughout by a process that is well understood and communicated to stakeholders while respecting the confidentiality of individual inputs and findings within the professional process of the conduct of the review; and
- VIII. It provides a structured opportunity for the Director of Education to receive feedback and it identifies concerns in a timely and supportive way to facilitate resolution.

PERFORMANCE PLANNING AND REVIEW PROCESS

The performance planning and review process for the Director of Education provides for six steps.

Step One: Establishing the Performance Planning and Review Process

For each review, the Board of Trustees will identify members of a Performance Review Committee (the Committee). The Committee will include the Chair, Vice-Chair and at least three additional trustees. The Chair of the Board of Trustees will chair the Committee. The Committee will be responsible for facilitating the performance planning and review process.

Step Two: Establishing the Terms of the Director's Performance Planning and Review

The performance of the Director of Education is affected by individual competencies and efforts, and by the conditions and demographics of the district. The performance planning and review process should be designed to allow flexibility to recognize these individual circumstances and needs.

One of the most significant aspects of the performance planning and review process is the open communication, collaboration and discussion that leads to "an agreed upon process." This collaborative approach allows both the Director of Education and the Board of Trustees to be clear about all aspects of the process before the Director of Education performance planning and review process begins.

Based on input from all trustees, the Committee and the Director of Education will meet to discuss mutually agreed upon criteria, including:

- i. what specific evidence will be collected;
- ii. who will be involved; and,
- iii. how information will be collected.

Based on these discussions, the Committee will draft the detailed terms of the performance review including the written goals and objectives provided by the Director of Education, areas to be reviewed and anticipated time-line required at each step to complete the process.

Once a mutual agreement on the terms of the performance planning and review has been reached, the Committee will present the terms of the performance planning and review to the Board of Trustees for approval.

Step Three: Director of Education's Report

The Director of Education will prepare a report which includes the goals and objectives that were set for the identified period, as well as indications of the results obtained. This report will be used for reference throughout the process and presented to the Committee.

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The Committee in collaboration with the Director of Education will collect information from various sources intended to inform the evaluation. This step will also include the Director of Education's self-evaluation. The assistance of a skilled facilitator, at the sole discretion of the Board of Trustees, may be used.

Step Five: Preparation of Final Report

The Director of Education performance planning and review process culminates with a report from the chair of the Committee that is written on behalf of the Committee to be presented to the Board of Trustees and the Director of Education. The Committee compiles the information gathered throughout the process and prepares the final *Performance Planning and Review Report*. The objective report will be based on the agreed evidence gathered, highlight the evaluation of achievements for the past year as well as proposed goals and objectives for the coming year.

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The Committee submits the final Report to the Board of Trustees for review and approval in Private Session as a Committee of the Whole. The Board of Trustees will only disclose the evaluation process publicly, but not the results.