

Durham Catholic District School Board
Catholic Education: Learning & Living in Faith



REGULAR BOARD MEETING

AGENDA

Monday, June 13, 2016
7:30 p.m.

Catholic Education Centre



Catholic Education Centre, 650 Rossland Road West, Oshawa, Ontario L1J 7C4
Main Telephone Number: (905) 576-6150; Toll Free: 1-877-482-0722
Main Fax Number: (905) 576-0953 - Board Web Site: www.dcdsb.ca

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please notify the meeting organizer in advance of the meeting date so that arrangements can be made.*



Durham Catholic District School Board **REGULAR BOARD MEETING**

Monday, June 13, 2016

Open Session 7:30 p.m.

Durham Catholic District School Board Conference Centre,
652 Rossland Road West, Oshawa, L1J 7C4

OPEN SESSION AGENDA

- | A. <u>CALL TO ORDER</u> | <u>Page</u> |
|--|------------------------------------|
| a.1 Motion to Move In Camera (7:00 p.m.) | |
| a.2 Memorials and Prayer (7:30 p.m.) | Student Trustees/Michael Schneider |
| a.3 National Anthem | St. Paul Catholic School Band |
| a.4 Roll Call and Apologies | |
|
 | |
| B. <u>APPROVAL OF AGENDA</u> | |
| b.1 Changes to printed agenda | |
| b.2 Approval of Agenda | |
|
 | |
| C. <u>ANNOUNCEMENTS</u> | |
| c.1 Announcement from the In Camera Session of the Board Meeting | |
|
 | |
| D. <u>NOTICES OF MOTIONS</u> | |
|
 | |
| E. <u>DECLARATIONS OF INTEREST</u> | |
| e.1 Declaration of conflict of interest | |
|
 | |
| F. <u>ACTIONS TO BE TAKEN</u> | |
| f.1 Approval and Signing of Minutes of the Open Session of the Regular Board Meeting of May 24, 2016 | 4 |
| f.2 Business Arising from the Open Session of the Regular Board Meeting of May 24, 2016 | |

G. PRESENTATION

- g.1 Student Trustees Year End Report 2015-2016 – Ciara Casalino and Jordan Samaroo, Student Trustees
- g.2 Ministry of Education 2016 Capital Project Funding Submission – Bob Camozzi, Superintendent of Education, Facilities Services
- g.3 2015-2016 Balanced Scorecard – Anne O'Brien, Director of Education

H. DELEGATION

- h.1 Update on Toronto and Region Conservation Authority Programs
– Darryl Gray, Director, Education, Toronto and Region Conservation Authority

I. CONSIDERATION OF MOTION

- i.1 Motion to be read in Open Session from the In Camera Session of the Board Meeting of June 13, 2016

J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

K. COMMITTEES

- k.1 **Committee Reports**
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 - k.1.2 Special Education Advisory Committee – June 2016 18
 - k.1.3 Finance Committee Minutes – June 6, 2016 50
 - k.1.4 General Working By-Law Committee Proposed Changes 54
- k.2 **Matters Referred from Committee**
 - k.2.1 Approval of 2016/2017 Estimates 133

L. STAFF REPORTS

- l.1 **Student Achievement: Student Senate**
 - l.1.1 Catholic Student Senate Year End Report 2015-2016 156
- l.2 **Facilities Services**
 - l.2.1 Ministry of Education 2016 Capital Project Funding Submission 157
 - l.2.2 Long Term Accommodation Plan 2016-2020 Update 167
 - l.2.3 Whitby Catholic Secondary Schools Study 173
- l.3 **Policy Development**
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- l.4 **Director's Report**
 - l.4.1 The Student Well-Being and Achievement Board Improvement Plan - 2015-2016 Balanced Scorecard 214
 - l.4.2 2016/2017 Schedule for Board and Committee Meetings 215
 - l.4.3 Out of Province Travel 217
 - l.4.4 Out of Province Travel 218
 - l.4.5 Director's Verbal Report
- l.5 **Chair's Report**
 - l.5.1 Chair's Year End Report

M. CORRESPONDENCE

N. INQUIRIES AND MISCELLANEOUS

O. PENDING ITEMS

P. ADJOURNMENT

Q. CLOSING PRAYER

Jordan Samaroo, Student Trustee



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the Regular Board Meeting of the Durham Catholic District School Board which was held in the Durham Catholic District School Board Conference Centre, 652 Rossland Road West, in Oshawa on Tuesday, May 24, 2016.

Trustees Present

T. Corless, Chair
J. Oldman, Vice Chair
T. Chapman
M. Forster
K. LeFort
J. McCafferty
P. Pulla
J. Rinella

Staff Present

A. O'Brien, Director	R. Leclair
T. Barill	J. Mullins
J. Bastarache	L. Morgulis
J. Bowyer	G. O'Reilly
S. Grieve	R. Putnam
M. Gray	R. Rodriguez
T. Keay	

Student Trustees

C. Casalino
J. Samaroo

OPEN SESSION CALL TO ORDER

Chair Corless called the Open Session to order at 6:30 p.m.

ITEM a.1 MOTION TO MOVE IN CAMERA

Motion No. B2016-05-24-01

Motion to Move In Camera

Moved by J. McCafferty seconded by J. Rinella

"THAT the Durham Catholic District School Board Meeting move into In Camera Session."

Carried

RESUMPTION OF OPEN SESSION (7:30 p.m.)

Chair Corless called the Meeting to order and welcomed all in attendance.

ITEM a.1 NATIONAL ANTHEM – O CANADA

All Saints Catholic Secondary School opened the meeting with O Canada.

ITEM a.2 MEMORIALS AND PRAYERS

Student Trustees Casalino and Samaroo offered the opening reflection.

ITEM a.3 ROLL CALL AND APOLOGIES

All Trustees were in attendance.

APPROVAL OF AGENDA

ITEM b.1. CHANGES TO THE PRINTED AGENDA

Chair Corless added New Student Trustees Introduction under Item d.2 Announcements; Trustee Forster added an update regarding Visiting Delegates under Item m.4.3 Director's Verbal Report.

ITEM b.2 APPROVAL OF AGENDA

Motion No. B2016-05-24-02

Approval of Agenda

Moved by P. Pulla seconded by J. Rinella

“THAT the Durham Catholic District School Board approve the agenda of the Tuesday, May 24, 2016 Regular Board Meeting as amended.”

Carried

C. PRESENTATIONS

Awards were presented to recipients of the Board Award of Merit; Trustees' Youth Awards; Reverend John Markle Memorial Trophy for Outstanding Home/School Communication 2015-2016; Student Senators Recognition 2015-2016 and 25 Years' Service in Catholic Education.

ANNOUNCEMENTS**d.1. ANNOUNCEMENTS FROM THE IN CAMERA SESSION OF THE REGULAR BOARD MEETING OF MAY 24, 2016**

Vice Chair Oldman made the following announcements:

Appointment to Elementary Vice Principal Roster

Effective immediately:

<u>Name</u>	<u>Current Placement</u>
Michael Neubauer	St. Bernard C.S., Curriculum Coverage Teacher

Elementary Vice Principal Transfers

Effective September 1, 2016:

<u>Name</u>	<u>Current School</u>	<u>Placement September 1, 2016</u>
Geraldine Borg	St. Matthew the Evangelist C.S.	St. Christopher C.S.
Danielle Hyles	St. Luke the Evangelist C.S.	St. Matthew the Evangelist C.S.
Rick MacInnis	St. John Bosco C.S.	St. Kateri Tekakwitha C.S.
Rita Whale	Immaculate Conception C.S./ Good Shepherd C.S.	St. Wilfrid C.S.

Placement of Elementary Probationary Vice Principals

Effective September 1, 2016:

<u>Name</u>	<u>Placement – September 1, 2016</u>
Angela Rancourt	Vice Principal, St. Mark the Evangelist C.S.
Elizabeth Torok-Orban	Vice Principal, St. Luke the Evangelist C.S.
Cathy Tynan	Vice Principal, St. John Bosco C.S.

Appointment to Elementary Principal Roster

Effective immediately:

<u>Name</u>	<u>Current Placement</u>
Penny Delaney	Vice Principal, St. Jude C.S.
Jasmine Fredericks	Vice Principal, St. Wilfrid C.S.
Michael Goff	Vice Principal, St. Elizabeth Seton C.S.
Stephanie Richard	Vice Principal, St. Hedwig C.S.

Elementary Principal Appointment

Effective September 1, 2016:

<u>Name</u>	<u>Appointment effective September 1, 2016</u>
Sarah Dowling	Principal, Monsignor Philip Coffey C.S.

Elementary Principal Transfers

Effective September 1, 2016:

<u>Name</u>	<u>Current School</u>	<u>Placement Sept. 1, 2016</u>
Neil Boland	St. Monica C.S.	Mother Teresa C.S.
Astrid Ermes	St. Francis de Sales C.S.	St. Paul C.S.
Jill Jacobson,	Monsignor Philip Coffey C.S.	St. Monica C.S.
Mariah O'Reilly	Mother Teresa C.S.	St. Josephine Bakhita C.S

Retirement

Effective May 31, 2016:

<u>Name</u>	<u>Current Position</u>
Mary Lou Casey	Teacher, Monsignor Philip Coffey

Retirements

Effective June 30, 2016:

<u>Name</u>	<u>Current Position</u>
Angela AhChong	Teacher, St. Elizabeth Seton C.S.
Mary Kay Boase	Principal, St. Paul C.S.
Carol Brillinger	Teacher, St. John Bosco C.S.
Karen Cavanagh	Teacher, St. Matthew the Evangelist C.S.
Paul Coates	Teacher, Father Leo J. Austin C.S.S.
Patricia Dwyer-Kuntz	Teacher, Monsignor John Pereyma C.S.S.
Mark Gagliano	Teacher, Archbishop Denis O'Connor C.H.S.
Thomas MacAdam	Teacher, Father Fenelon C.S.
Frances Mallon	Teacher, St. John Bosco C.S.
Connie McCullouch,	Teacher, Monsignor Philip Coffey C.S.
Sylvie Morel-Foster	Teacher, Catholic Education Centre
Kathi O'Brien	Teacher, St. Elizabeth Seton C.S.
Kathleen Parker	Teacher, Monsignor Philip Coffey C.S.
Tom Partlow,	Teacher, Notre Dame C.S.S.
Michael Schneider	Teacher, Monsignor Paul Dwyer C.H.S.
Blanche Soans	Teacher, St. Monica C.S.

Resignation

Effective September 1, 2016

<u>Name</u>	<u>Current Position</u>
Charette, Jaye	Vice Principal, Monsignor John Pereyma Catholic Secondary School

Secondary Vice Principal Transfers

Effective September 1, 2016:

<u>Name</u>	<u>Current School</u>	<u>Placement September 1, 2016</u>
Jasmine Fredericks	St. Wilfrid C.S.	Monsignor John Pereyma C.S.S.
Lynne Jeffs	St. Mary C.S.S.	Father Donald MacLellan C.S.S.
Maureen O'Reilly	Father Donald MacLellan C.S.S.	St. Mary C.S.S

d.2 INTRODUCTION OF 2016-2016 NEW STUDENT TRUSTEES

Current Student Trustees Samaroo and Casalino introduced Student Trustees for 2016-2017: Mark Garabedian from Notre Dame Catholic Secondary School and Sarah van Waterschoot from Father Leo J. Austin Catholic Secondary School.

NOTICES OF MOTIONS

None.

DECLARATION OF INTEREST

None.

ACTIONS TO BE TAKEN

APPROVAL AND SIGNING OF MINUTES – APRIL 25, 2016 REGULAR BOARD MEETING

Motion No. B2016-05-24-03

Approval and Signing of Minutes

Moved by J. Oldman seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the April 25, 2016 Regular Board Meeting.”

Carried

BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF APRIL 25, 2016

None.

APPROVAL AND SIGNING OF MINUTES – MAY 4, 2016 SPECIAL BOARD MEETING

Motion No. B2016-05-24-04

Approval and Signing of Minutes

Moved by J. Rinella seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the May 4, 2016 Regular Board Meeting.”

Carried

BUSINESS ARISING FROM THE OPEN SESSION OF THE SPECIAL BOARD MEETING OF MAY 4, 2016

None.

APPROVAL AND SIGNING OF MINUTES – MAY 9, 2016 REGULAR BOARD MEETING

Motion No. B2016-05-24-05

Approval and Signing of Minutes

Moved by M. Forster seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the May 9, 2016 Regular Board Meeting.”

Carried

BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF MAY 9, 2016

None.

PRESENTATIONS

2016-2017 ESTIMATES – FIRST DRAFT

Director O'Brien and Superintendent Putnam presented the first draft of the 2016/2017 Budget. Director O'Brien noted that staff was pleased to present an operating budget that is balanced without reliance on reserves. A number of initiatives from the budget were highlighted which advance the Board's Student Well-Being and Achievement mandate in relation to the key goals and priorities outlined in the *Discovery 2020 Strategic Plan*. The final draft of the 2016/2017 Budget will be tabled for Trustee approval at the June 13, 2016 Regular Board Meeting. Trustee Chapman, Chair of the Finance Committee, gave thanks to staff and the committee for their diligent work.

CONSIDERATION OF MOTION

i.1 MOTIONS TO BE READ IN OPEN SESSION FROM THE IN CAMERA SESSION OF THE BOARD MEETING MAY 24, 2016

Motion No. B2016-05-25-06

Motions Read

Moved by M. Forster seconded by K. LeFort

“THAT the Durham Catholic District School Board accept the Motions as read from the In Camera session of the May 24, 2016 Regular Board Meeting.”

Carried

j. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None

COMMITTEE REPORTS

I.1.1 IPRC REPORT FOR MAY 2016

Motion No. B2016-05-24-07

IPRC Report for May 2016

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board accept the IPRC Report for the month of May 2016”

Carried

I.1.3 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – MAY 3, 2016

Motion No. B2016-05-24-08

Special Education Advisory
Committee Meeting – May 3,
2016

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board accept the report of the May 3, 2016 Special Education Advisory Committee meeting.”

Carried

I.1.4 DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE – APRIL 2016

Motion No. B2016-05-24-09

Durham Catholic Parent
Involvement Committee – April
2016

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Thursday, April 7, 2016.”

Carried

I.1.5 FINANCE COMMITTEE MINUTES – MAY 16, 2016

Motion No. B2016-05-24-10

Finance Committee Minutes –
May 16, 2016

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board receive as information the minutes of the May 16, 2016 Finance Committee meeting.”

Carried

I.2. MATTERS REFERRED FROM COMMITTEE

None.

STAFF REPORTS

m.1. BUSINESS SERVICES

m.1.1 2016/2017 ESTIMATES – FIRST DRAFT

Motion No. B2016-05-24-11

2016/2017 Estimates – First Draft

Moved by M. Forster seconded by J. Rinella

“THAT the Durham Catholic District School Board receive the first draft of the 2016/2017 Estimates for information and discussion.”

Carried

m.2 FACILITIES SERVICES

m.2.1 LONG TERM ACCOMMODATION PLAN 2016-2020 UPDATE

Motion No. B2016-05-24-12

Long Term Accommodation Plan
2016-2020 Update

Moved by J. McCafferty seconded by J. Oldman

“THAT the Durham Catholic District School Board receive as information the report entitled Long Term Accommodation Plan 2016-2020 Update dated May 24, 2016.”

Carried

m.2.2 TOWNSHIP OF SCUGOG TRANSITION TEAM UPDATE

Motion No. B2016-05-24-13

Township of Scugog Transition
Team Update

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file, as information, the Township of Scugog Transition Team Update Report dated May 24, 2016.”

Carried

m.2.3 SEATON BOUNDARY REPORT

Motion No. B2016-05-24-14

Seaton Boundary Report

Moved by K. LeFort seconded by T. Chapman

“THAT the Durham Catholic District School Board receives, for information the Seaton Community Interim Boundary Report dated May 24, 2016.”

Carried

Motion No. B2016-05-24-15

Seaton Boundary Report

Moved by K. LeFort seconded by T. Chapman

“THAT the Durham Catholic District School Board approves ‘In Principle’ the proposed boundary revisions for St. Elizabeth Seton Catholic School, St. Wilfrid Catholic School, and the Unnamed Seaton #1 Catholic Elementary School as outlined in the report dated May 24, 2016.”

Carried

Motion No. B2016-05-24-16

Seaton Boundary Report

Moved by K. LeFort seconded by T. Chapman

“THAT the Durham Catholic District School Board approves ‘In Principle’ that students from the Unnamed Seaton #1 Catholic Elementary School boundary be held on an interim basis at Brother Andre Catholic School as outlined in the report dated May 24, 2016.”

Carried

m.2.4 ANNUAL FACILITY PARTNERSHIP OPPORTUNITIES

Motion No. B2016-05-24-17

Annual Facility Partnership
Opportunities

Moved by K. LeFort seconded by M. Forster

“THAT the Durham Catholic District School Board receive as information the Annual Facility Partnership Opportunities Report dated May 24, 2016.”

Carried

m.2.5 WHITBY CATHOLIC SECONDARY SCHOOLS STUDY

Motion No. B2016-05-24-18

Whitby Secondary Schools Study

Moved by K. LeFort seconded by M. Forster

“THAT the Durham Catholic District School Board receives as information the Whitby Catholic Secondary Schools Study Update dated May 24, 2016.”

Carried

STUDENT ACHIEVEMENT AND STUDENT SENATE

m.3.1 CATHOLIC STUDENT TRUSTEE 2016-2017

Motion No. B2016-05-24-18

Catholic Student Trustee 2016-
2017

Moved by M. Forster seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file the verbal and written report regarding the Catholic Student Trustees for 2016-2017.”

Carried

m.4 DIRECTOR’S REPORT

m.4.1. TRUSTEES AUDITED EXPENSES 2015

Motion No. B2016-05-24-19

Trustees Audited Expenses 2015

Moved by J. McCafferty seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file the Report of the Audited Trustee Expenses for the period January to December 2015.”

Carried

m.4 DIRECTOR'S REPORT- continued**m.4.2 OUT OF PROVINCE TRAVEL**

Trustee LeFort suggested clarification with regards to the wording of the following Motion.

Motion No. B2016-05-24-20

Out of Province Travel

Moved by P. Pulla seconded by J. Rinella

“THAT the Durham Catholic District School Board approve the request of three members of the Board to travel to Norway from August 10-19, 2016.”

Following discussion, the Motion was amended as follows:

Motion No. B2016-05-24-21

Out of Province Travel

Moved by K. LeFort seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the request of three staff members from Monsignor John Pereyma Catholic Secondary School to travel to Norway from August 10-19, 2016 at no cost to the Durham Catholic District School Board.”

Carried

I.4.1 DIRECTOR'S VERBAL REPORT

The Director congratulated all colleagues who received their 25-year service awards; and to Eileen Ethier, teacher at St. Joseph Catholic School in Oshawa, for receiving the 2016 Durham Catholic District School Board Award of Merit. She also Congratulated recipients for the Distinguished Catholic Educators who were announced earlier this month at a special presentation at the Conference Centre, at which time the recipient of the 2016 Distinguished Catholic Leader Award, Mary Kay Boase Principal at St. Paul Catholic School, received this award.

Director O'Brien thanked everyone who contributed to the 3rd Annual Durham Catholic Children's Foundation Dinner on May 6. The Foundation raised \$20,000 that evening. She noted that new endeavours which included the Community Run for Hope, and Student Walk for Hope, which raised over \$20,000.

The Director commended Catholic school communities who celebrated milestone events this month, including the Official Opening and Blessing of Oshawa's St. Kateri Tekakwitha Catholic School ; Sir Albert Love Catholic School's 50th Anniversary; as well as the Official Opening and Blessing of Father Fénelon Catholic School in Pickering. She extended an invitation to attend the official Blessing of the Pope Francis Conference Centre on June 13. Trustee Forster commended staff for hosting the leadership group from Australia. She noted positive feedback she received and extended her appreciation for staff efforts.

I.4. CHAIR'S VERBAL REPORT

Chair Corless provided an update from the Ontario Catholic School Trustees Association (OCSTA) Annual General Meeting and Conference held earlier this month. She noted that it was a wonderful opportunity to learn about what is new in Catholic education across the province; and how we can continue to share the good news in our schools.

The Chair thanked all staff for organizing and participating in Catholic Education Week Celebrations with students, and for welcoming Trustee visits in schools.

On behalf of the Durham Catholic Children's Foundation Board of Directors, Chair Corless thanked the organizing committee of the 3rd Annual Foundation Dinner. She noted that the evening was a great success.

Chair Corless reminded all parents and guardians to complete the Durham Catholic Parent Involvement Committee Parent Survey and noted that it is an important tool for the committee to help parent engagement for 2016-2017 and years to come.

STUDENT TRUSTEES' REPORT

Student Trustees Casalino and Samaroo provided an update on their upcoming Retreat day on June 14, 2016 and upcoming OSTA AEGO Conference. The Student Trustee thanked Director O'Brien for approval for an increase in their budget to accommodate new initiatives for 2016-2017.

ADJOURNMENT

Motion No. B2016-05-24-22

Adjournment

Moved by J. McCafferty, seconded by P. Pulla

"THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Tuesday, May 24, 2016."

Carried

Theresa Corless, Chair of the Board
Durham Catholic District School Board

Anne O'Brien, Director of the Board
Durham Catholic District School Board

(10:16 p.m.)

V. Kunar, Recording Secretary



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **I.P.R.C. Report for May 2016**

Origin: Superintendent of Education – Student Services, J. Bowyer

RECOMMENDATION

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board accept the I.P.R.C. report for the month of May 2016.”

RATIONALE

I.P.R.C. REPORT FOR MAY

Number of Pupils Referred to I.P.R.C.:	0
Number of Pupils Identified as Exceptional:	0
Number of Pupils Reviewed by I.P.R.C.:	1

FROM SEPTEMBER 2015 TO JUNE 2016

Total Number of Pupils Referred to I.P.R.C.:	5
Total Number of Pupils Identified as Exceptional:	5
Total Number of Reviews:	11
Total Number of Parent Requested Deferments:	0

AB:JB:cm



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Special Education Advisory Committee

Date: June 13, 2016

Subject: **Special Education Advisory Committee Meeting –
June 7, 2016**

Origin: Superintendent of Education – Student Services, Janine Bowyer

RECOMMENDATION

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board accept the report of the June 7, 2016 Special Education Advisory Committee meeting.”

RATIONALE

As attached.

AB:JB:cm



Durham Catholic District School Board

MINUTES of the **SPECIAL EDUCATION ADVISORY COMMITTEE** meeting of the Durham Catholic District School Board which was held in the North Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on **Tuesday, June 7, 2016.**

Present

L. Smart
V. Adamo
L. Cook
M. Lepage
J. McCafferty
T. McGarry
L. McInnes
A. Shiels
E. Van de Klippe
J. Vermulst

Staff

J. Bowyer
C. Baetz
M. Meraw
D. Mullane

With Regrets

V. Derby
P. Pulla
M. Feeheley
K. LeFort

S.E.A.C. Representatives

B. Larson, APSSP
L. Wardle, Principal/Vice Principal Association
C. Colligan, OECTA Elementary

CALL TO ORDER

Item a.1 **Memorials and Prayer**

Chair Smart called the meeting to order at 7:35 p.m. and offered the opening prayer.

Item a.2 **Roll Call and Apologies**

APPROVAL OF AGENDA

Item b.1 **Changes to Printed Agenda**

Item b.2 **Approval of Agenda**

Motion No. SS-2016-06-07-01 Approval of Agenda

Moved by L. Cook, seconded by V. Adamo

“THAT the Special Education Advisory Committee approve the agenda of the Tuesday, June 7, 2016 meeting as amended”

Carried

ANNOUNCEMENTS

None

CONSIDERATIONS OF MOTIONS

None

DECLARATIONS OF INTEREST

Item g.1 **Declaration of Conflict of Interest**

None

ACTIONS TO BE TAKEN

Item h.1 **Approval of minutes of the Special Education Advisory Committee Meeting of May 3, 2016**

Motion No. SS-2016-06-07-02 Approval of Minutes

Moved by M. LePage , seconded by L. Cook

“THAT the Special Education Advisory Committee approve the
Minutes of the May 3, 2016 meeting as submitted.”

Carried

Item h.2 **Business Arising from the Minutes of the Special Education Advisory Committee May 3, 2016**

None

PRESENTATIONS

Item g.1 **Special Education Plan**

M. Meraw

Michelle Meraw, Consultant for Special Education, provided a final overview of the changes to the 2016 Special Education Plan. The revisions were made in May and the final version of the plan is posted on the Board website:

<http://www.dcdsb.ca/en/parents/resources/Documents/Special-Education-Plan-2016.pdf>

The Plan will be submitted to the Ministry of Education in July.

DELEGATIONS

None

NOTICES OF MOTIONS

None

UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

Item k.1 SEAC Terms of Reference

Superintendent Bowyer asked for approval by SEAC of the final copy of the SEAC Terms of Reference before the June 13 meeting of the Board of Trustees.

Motion No. SS-2016-06-07-03 Approval of SEAC Terms of Reference

Moved by L. Cook , seconded by L. McInnes

“THAT the Special Education Advisory Committee approve the SEAC Terms of Reference as submitted.”

Carried

Item h.1 Approval of the Special Education Plan

Motion No. SS-2016-06-07-04 Approval of 2016 Special Education Plan

Moved by L. Cook , seconded by L. McInnes

“THAT the Special Education Advisory Committee approve the Special Education Plan 2016 as submitted.”

Carried

STAFF REPORTS

Item I.1 Coordinator’s Report – M. Meraw

- On May 25th, Durham Catholic District School Board and Parents as Partners offered the Learning with a Difference Conference. Keynote Speaker, Lesley Andrew, shared her journey of navigating the academic world with a learning disability. She also shared practical organizational tips that have helped her in both her academic and personal life. Guests at the conference then had an opportunity to participate in various breakout sessions which included topics such as self-advocacy, Assistive Technology, transition planning, and resiliency in mathematics and music.

SEAC20160607 – Page 4**Item I.1 Coordinator's Report-continued**

- The end of May brought EQAO testing to our students in Grade 3 and Grade 6. The Student Services department presented a 'Sharing of Excellence' workshop on supporting our students with Learning Disabilities and Assistive Technology while writing the standardized test.
- July 11th – 14th, the Assistive Technology team will run the annual Assistive Technology Camp for students with Learning Disabilities. The week offers students an opportunity to brush up on Assistive Technology skills, explore new technologies, and make new friends.
- Special Olympics School Championships were held on June 1 –2 in Durham Region. Students from Father Leo J. Austin CSS and Msgr. John Pereyma CHS participated in Track and Field, Basketball and Bocci.
- Fitness Friends Year End Celebration took place today at Iroquois Park. Several school teams including St. Jude CS, Mother Teresa CS, St. John Bosco CS, St. Paul CS, St. John the Evangelist CS participated in this annual event.
- Geneva Centre for Autism will be hosting the Annual Summer Training Institute August 25th and 26th. This live training event will begin with a choice of two day long concurrent training sessions, *Practical Applications of Applied Behaviour Analysis in the Classroom* and *Transitioning to Meaningful Post-Secondary Life*. On Day 2 educators will be brought together for a keynote event with internationally recognized speaker Dr. Paula Kluth.
- On May 26 & 27, a group of 20 staff from Student Services and Teaching and Learning departments participated in a training called Reaching In, Reaching Out: Promoting Resilience in Young Children. The feedback from the training was positive, and we'll be looking at ways to bring these skills into kindergarten classrooms.
- We're currently looking at the Head Start program for August (for students who are transitioning from grade 8 to grade 9) and hoping to create some general mental health awareness lessons on topics such as coping with stress and seeking-help that teachers can teach throughout the week.
- We're currently working on updating the Mental Health Action Plan for the final year of our Mental Health Strategy. Our goals and strategic actions will be shared with SEAC in the new school year.

Following the Coordinator's report, a discussion took place about the commitment of Durham Catholic District School Board to student mental health, with Mitch LePage expressing his appreciation for the work by the Superintendent and Student Services staff in this area.

Item I.2 Superintendent's Report- J. Bowyer

Thank you to the members of SEAC for their support over the past year. It was another great year for SEAC and the Superintendent expressed her appreciation of the accomplishments of the committee and is looking forward to continue to grow the presence of our SEAC in the coming year.

Thank you also to the staff members from Student Services who have supported the work of SEAC – for being here every month to act as a Resource when needed and to the members of the Student Services executive who organized and ran events that were sponsored by SEAC.

Thank you also to our Union and Association representatives – Lyn Wardle and Mark Lacy for the Durham Catholic Principals Association, Brooke Larson and Katie Plaunt for APSSP, and Carrie Colligan from OECTA elementary.

We have two tentative dates for our large conferences next year. November 8, 2016 for our Pathways to the Future event – our transition evening. November 8 is a SEAC meeting night. March 2, 2017 will be our large Parents as Partners event – Diane Mullane is currently working on hiring a key note speaker to provide ideas to support parents in the mental health resiliency of their children. We are also looking at the possibility of hosting one or two other sessions – that might just be an hour in length in various areas across the Board. Dates will be shared with parents at the beginning of the school year in order to give them ample opportunity to participate.

This year we are excited to renew our Summer Institute – a series of workshops for teachers, ECEs and EAs. It will be held on August 30 and 31. We will have a number of professional learning opportunities from members of Student Services.

Tomorrow we are hosting our year end Program Support Teacher meeting. Our keynote speaker is Sheila Rhodes, a professor at UOIT. She will be speaking to us on the importance of keeping students connected with nature and the outdoors.

Josh, a student in grade 9 who attends Msgr. Paul Dwyer C.S.S., recently competed at OFSAA in Windsor, Ontario. Josh has a visual impairment and not only placed 3rd and 2nd in the 100 and 800 meter events, respectively, but was also recruited by the Eastern Canada Para-Athletic Association and will attend a training camp this summer.

Dr. Carla Baetz shared information about a Sharing of Excellence workshop on the topic of Selective Mutism. During the workshop which took place on June 7, three teams presented their multi-tiered approach in supporting students who are unable to speak

SEAC20160607 – Page 6**Item I.2 Superintendent's Report- continued**

due to anxiety. The success of these strategies with students has been extremely encouraging and the hope is to continue to share them in support of reluctant speakers.

At the September meeting, we will do an activity to help determine what professional learning opportunities everyone is interested in. The Superintendent asked committee members to reflect over the summer about ideas for professional learning as well as the possibility of a big project that we might like to take on for next year.

The Superintendent concluded her report by offering thanks to Lynne Smart in her role as Chair, as well as the representatives of OECTA, Principal/Vice Principal Association, APSSP, and the staff of Student Services for their continued commitment to the SEAC.

Motion SS-2016-06-07-05

Approval of the June 7, 2016 Verbal
Coordinator and Superintendent Reports

Moved by V. Adamo seconded by L. Cook

“THAT the Special Education Advisory Committee accept the verbal
Coordinator and Superintendent Reports at the June 7, 2016
Meeting.”

Carried

ASSOCIATION REPORTS**VOICE for the Hearing Impaired – V. Adamo**

- VOICE has been experiencing tight fiscal restraints but is very happy to be able to hold summer camp the week of August 17, 18 and 19, 2016.
- A family weekend will take place at Great Wolf Lodge on June 11-12.

Autism Ontario – Durham Region – E. Van de Klippe

- Emily attended the Learning with a Difference Conference on May 25 and offered her congratulations on a very informative event with an excellent keynote speaker in Lesley Andrew.
- **Webinar:** Anxiety, Play and ABA with Leslie Cohen – online – Friday, June 24 – 12:00 p.m. – 1:00 p.m. (flyer attached to the minutes).
- Emily shared an item from the website – a Notice of Motion from the City of Pickering entitled “Unfair Treatment of Children with Autism Spectrum Disorder and Their Families – available on the Autism Ontario website (below) and also attached to the minutes.

Website: www.autismontario.com/durham

ASSOCIATION REPORTS-continued

Durham Down Syndrome Association – A. Shields

- **Annual Picnic** – June 12, 2016 – Nova's Ark. The picnic is a wonderful family event and a great time to come out to become familiar with DDSA and consider membership. All are welcome to attend.

Community Representative -- L. Cook

- The **Durham Region Walk for ALS** will take place at the Port Perry Fairgrounds on June 18, 2016.
- Special Olympics will hold their first summer track meet at St. Mary CSS in Pickering. Muhammad Ali was a patron and supporter of the Special Olympics and upcoming events will honour his memory.

Cystic Fibrosis Canada – Durham Chapter – Mitch LePage

- Outrun Cystic Fibrosis – April 10 – Ajax Waterfront
- National Walk Day – *Run to Make Cystic Fibrosis History* took place on May 29 – Metro Toronto Zoo and raised over 3.5 million dollars.
- Durham Chapter Strokes for Life Golf Tournament – June 9 – Oshawa Golf Club
- Social Media Campaign: **Living With CF** – a series of 3 minute documentaries about people living with CF and the impact on their family members. Lauren and Katie LePage contributed a documentary about their brother Marc's battle against CF:
<https://www.facebook.com/CysticFibrosisCanada/videos/vb.130494230321442/1035344493169740/?type=2&theater>

IEWS for the Visually Impaired- J. McCaffery

Trustee McCafferty shared the news that the Durham Catholic District School Board's Conference Centre will be re-named the Pope Francis Centre. This was suggested by the Student Trustees and the official blessing will take place on June 13.

Learning Disabilities Association-Durham- L. Smart

- The next Chapter Meeting will take place in September. The date will be shared in early September.

CORRESPONDENCE

m.1 District School Board of Niagara

Motion SS-2016-06-07-06

Receive and File Correspondence

Moved by E. Van de Klippe seconded by L. McInnes

“THAT the Special Education Advisory Committee receive and file the correspondence at the June 7, 2016 Meeting.”

Carried

Motion SS-2016-06-07-07

Letter to the Ministry of Education

Moved by E. Van de Klippe seconded by L. McInnes

“THAT the Special Education Advisory Committee write their own letter to the Ministry of Education in support of grandfathering the children who are over the age of 5 that are currently on the waitlist for IBI to be sent by the end of June 2016.”

Carried

INQUIRIES AND MISCELLANEOUS

PENDING ITEMS

none

ADJOURNMENT

The meeting adjourned at 8:18 p.m.

Motion No. SS-2016-06-07-08

Adjournment

Moved by seconded by

“THAT the Special Education Advisory Committee meeting of June 7, 2016 adjourn.”

Carried

CLOSING PRAYER

The closing prayer was offered by Jim McCafferty.

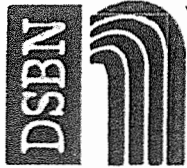


Lynne Smart
Chair, Special Education Advisory
Committee



Janine Bowyer
Superintendent of Education

Recording Secretary: Cynthia Mackey



District School Board of Niagara

Achieving Success Together

191 Carlton Street, St. Catharines, Ontario L2R 7P4

(905) 641-1550

Fax: (905) 685-8511

May 12, 2016

RECEIVED

MAY 30 2016

The Honorable Tracy MacCharles
Minister of Children and Youth Services
Mowat Block, Queen's Park
Toronto, ON M7A 1L2

Dear Minister MacCharles:

On behalf of the Special Education Advisory Committee of the District School Board of Niagara, we would like to commend the Ministry of Children and Youth Services for investing in programs and services for children and families on the Autism Spectrum. We also support the goal to reduce wait times for families to access these services and recognize the importance of early intervention for children on the Autism Spectrum. Schools are important partners with families and we look forward to what the future holds in this area.

There are many positive aspects to this announcement; however, one issue remains a serious concern. Despite families being on the wait list, sometimes for years, many are at risk of being denied the very services that will support children reach their very best potential because of the age they will be at when these services are to be offered. While early intervention is important, it is our opinion that those families who have already been deemed eligible to be on the wait list should not be excluded. Many of these families are devastated and do not have the financial resources to be able to provide the appropriate services privately.

We ask that the Ministry of Children and Youth Services grandparent the families who are already on the wait list for Intensive Behavioural Intervention services when moving forward with the plan to reduce wait times.

Respectfully,

A handwritten signature in cursive script that reads 'Linda Morrice'.

Linda Morrice,
Chair
Special Education Advisory Committee
District School Board of Niagara

c: Ontario School Board SEAC Chairs



Durham Catholic District School Board

**Special Education
Advisory Committee
(SEAC)**

Terms of Reference

Durham Catholic District School Board

MISSION STATEMENT

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.

We believe that all students can learn and achieve given the proper time and supports, and that all teachers can teach to high standards given the right conditions and assistance.

We believe that setting high expectations for achievement, holding students to rigorous performance standards and early intervention are essential to student success

We believe that teachers need to be able to articulate what they do and why they teach the way they do, reflective of Gospel values and the Catholic Graduate Expectations

We believe that every child is made in the image and likeness of God and that his or her dignity and worth must be respected and valued.

We believe that every child can learn and that as Catholic educators, we are called to a vocation which values each child's successes, based on his or her level of understanding.

We believe that every child is a unique gift from God and has his or her own way of learning. As Catholic educators, we must plan for diversity and give students tasks that respect their abilities.

We believe that our Catholic learning communities are places of conversation and support, where educators can reach out to others in the community for ideas and assistance in order to create a learning environment that best supports all students, including students with special needs

We believe that all our students have the right to be educated in the manner that best suits them. We therefore understand the importance of universal design and differentiated instruction in order to ensure that our classrooms and other learning environments are as usable as possible to students, regardless of their age, ability or situation.

We believe that we are all lifelong learners and that as Catholic educators we are called to continue to develop our pedagogy so that our instruction and professional judgment are supported by good research.

We believe that as educators, we have the advantage of knowing the child and the ability to provide valuable feedback in order to support his or her programming and assessment.

DCDSB Special Education Advisory Committee Mandate

Regulation 464/97 made under the *Education Act* R.S.O. 1990 c E. 2 sets out the requirements that govern Special Education Advisory Committees of school authorities and district boards of education in the province of Ontario.

Reg. 464/97 provides that Special Education Advisory Committees **may**:

- make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board;

and that the Special Education Advisory Committee **shall** be given the opportunity to:

- participate in the Board's annual review of the Special Education Plan;
- participate in the Board's annual budget process as it relates to special education; and
- review the financial statements of the Board as they relate to special education.

Regulation 464/97 is reproduced at Appendix 1, and can be viewed at:

<https://www.ontario.ca/laws/regulation/970464>

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Appendix

Appendix 1 Ontario Regulation 464/97 Special Education Advisory Committees

Appendix 2 SEAC Association Report Form

Appendix 3 SEAC Annual Calendar

DCDSB Special Education Advisory Committee Terms of Reference

ARTICLE 1 MEMBERSHIP

1.1 Membership Composition

Membership in the Durham Catholic District School Board (the “**Board**”) Special Education Advisory Committee (“**SEAC**”) shall be comprised of up to twelve (12) Local Association Voting Representatives, twelve (12) Local Association Alternate Representatives, two (2) Voting Trustee Representatives, one (1) Alternate Trustee Representative, and one (1) Voting Community Representative, as further described below.

Nominees are proposed to the Board of Trustees for appointment to SEAC pursuant to the nomination and appointment process defined in Article 2 herein.

An individual is eligible to be appointed by the Board of Trustees as a SEAC member if he or she:

- a) is qualified to vote for members of the Durham Catholic District School Board in a municipal election;
- b) is a resident within the jurisdiction of the Board;
- c) is not an employee of the Board; and
- d) has not been convicted of an indictable offence.

1.2 Local Association Representatives – Voting and Alternate

A “**Local Association**” is defined by Regulation 464/97 and in this Procedure as an organization which:

- a) operates locally within the school board jurisdiction;
- b) is affiliated with an incorporated organization what works on behalf of one or exceptional students throughout Ontario; and
- c) is not an Association or organization of professional educators, either locally or provincially.

Reg. 464/97 allows up to twelve (12) Local Associations to nominate SEAC representatives for Board appointment.

The Durham Catholic District School Board recognizes the right of each of the following Local Associations to nominate one Voting Representative and one Alternate Representative for appointment as a member of SEAC:

- 1. Autism Ontario - Durham Region;
- 2. Community Living - Durham North;
- 3. Cystic Fibrosis Canada - Durham Chapter;
- 4. Durham Down Syndrome Association;
- 5. Grandview Children's Centre;

6. Kinark Child & Family Services;
7. Learning Disabilities Association - Durham;
8. Resources for Exceptional Children and Youth - Durham Region;
9. Views for the Visually Impaired; and
10. VOICE for the Hearing Impaired.

The Board shall invite Local Associations to nominate Representatives who will bring to SEAC:

- a commitment to assist the Board in meeting the needs of all students with exceptionalities;
- the perspective and concerns of parents of children with exceptionalities;
- the perspective and expertise of their Local Association and the provincial organization with which their Local Association is affiliated.

The Local Association Voting Representative is responsible for maintaining regular communication and providing information to the Alternate Representative.

Voting Representatives are encouraged to attend meetings as often as possible. When unable to attend, it is the Voting Representative's responsibility to notify the Alternate Representative of his or her anticipated absence.

The role of Alternate Representative is to attend SEAC meetings as a voting member in the event that the Voting Representative is unable to attend. An Alternate Representative can also assist the Voting Representative in preparing for meetings and connecting with the Local and provincial Associations. Alternate Representatives are encouraged to attend every SEAC meeting.

All communications and meeting resources will be provided electronically to both the Voting and the Alternate Representative members.

1.3 Trustees

Trustee Representatives are in a unique position to act as a liaison between the Board of Trustees, SEAC, and other committees of the Board. Trustees can assist SEAC in its work by contributing information about Board processes and priorities, and can share SEAC concerns with other Trustees. SEAC can in turn help Trustees to stay well-informed and aware of the current issues facing the Board's special education community.

If both Trustee Voting Representatives are unable to attend, they will ensure that the Alternate Trustee is aware of their anticipated absence.

All Board Trustees are invited to attend SEAC meetings when important presentations or discussions are scheduled to take place, and to attend SEAC sponsored events.

SEAC minutes are provided to all Trustees each month in the Board agenda, in order that Trustees can be kept apprised of SEAC proceedings.

1.4 Community Representative

The Community Representative shall be an individual who is involved in a community agency or organization that supports exceptional children, but which is not otherwise entitled to nominate a Representative.

The Board will appoint one (1) Community Representative SEAC member who is not otherwise:

- a Local Association Representative;
- a Trustee; or
- a member of another committee of the Board.

1.5 Board Personnel

SEAC is supported by a number of Board personnel:

Supervisory Officer: SEAC meetings are attended by the Superintendent of Education responsible for Student Services.

Senior Administrative Assistant: The Senior Administrative Assistant to the Superintendent of Education, Student Services, provides administrative support including recording and distributing minutes of the meetings, providing notification of meetings, and other communications, and ensuring meeting rooms and refreshments are available.

Student Services Staff: Student Services staff include the Chief Psychologist and Manager of Speech and Language Pathologists, Manager of Clinical Services, Mental Health Leader, and a Family of Schools Coordinator or Special Education Consultant. Student Services Staff attend meetings to act as a resource to the Superintendent of Education, and may at the Superintendent's request provide regular presentations to SEAC about special education programs and services.

ARTICLE 2 NOMINATION AND APPOINTMENT

2.1 Term

The term of SEAC members begins with their appointment by the Board, and continues for the length of the Trustees' term of office, until such time as a new Board is organized and meets to appoint SEAC members for the coming term.

2.2 Request for Nominations

The Board will invite Local Association nominations for appointment to SEAC in the Fall of each election year, by:

- Sending letters regarding the nomination process to all Local Associations;
- Providing community groups and organizations that support children who have special education needs with information about SEAC eligibility and the nomination process for a Community Representative;

- Posting information about SEAC and the nomination process for Local Association and Community Representatives on the Board's website;
- Advertising for SEAC nominations in local newspapers, and notifying school councils;
- Making the SEAC brochure available at school events, and to parents of students with an Individual Education Plan.

2.3 Appointment

Each Local Association will forward its list of nominees to the Chair of the Board prior to the Board's last meeting in December following a municipal election.

Candidates for nomination as a Community Representative may apply to the Superintendent of Education – Student Services and the Chair of SEAC. The SEAC Chair and the Superintendent of Student Services shall interview applicants, and shall select one candidate as nominee for appointment by the Board of Trustees, taking into consideration the criteria identified by the Board in consultation with SEAC.

Nominees for SEAC membership are considered for appointed by the newly elected Trustees at the last December meeting following a municipal election.

2.4 Vacancies

SEAC members, including both Voting and Alternate, will be deemed to have vacated their seat upon either:

- a) conviction of an indictable offence;
- b) absence from three consecutive regular meetings of the committee without authorization by resolution entered in the minutes; or
- c) ceasing to be eligible for appointment, as outlined in Article 1 of this Procedure.

If a seat on SEAC becomes vacant, the Board will invite nominations according to the same process employed at the beginning of the term.

A vacant seat will be filled at the earliest practical time, but not later than the second meeting after the vacancy occurs.

ARTICLE 3 MEETINGS

3.1 Election of the Chair and Vice-Chair

At the first meeting of SEAC's term, the committee will hold an election for the position of Chair and Vice-Chair.

The Chair, or in the absence of the Chair, the Vice-Chair, will preside at SEAC meetings. If at any meeting neither the Chair nor Vice-Chair are present, the voting members present may elect a Chair for that meeting from amongst themselves.

3.2 Open Meetings

SEAC meetings shall be open to the public.

Attendees who have not been appointed by the Board as a SEAC member may observe SEAC proceedings, but may not participate in committee discussion or debate unless explicitly invited to do so by the Chair.

3.3 Meeting Times

SEAC shall meet at least ten (10) times in each school year. Unless otherwise indicated on the agenda, meetings are held from September to June, on the first Tuesday of the first full week of the month, starting at 7:30pm, in the Board room of the Catholic Education Centre.

3.4 SEAC Agendas

The SEAC agenda is developed collaboratively by the Chair, Vice-Chair and Superintendent of Education, who shall periodically review the SEAC Annual Calendar (at Appendix 3) to ensure that appropriate information items are included on the agenda in a timely and proactive manner.

Additional agenda items may be identified by members, provided that a request to add an agenda item is received by the Chair at least five (5) days prior to the meeting for which it is intended.

The Board will provide members with the agenda at least three (3) business days in advance of the meetings, along with a request to confirm attendance.

3.5 Cancellation

The Chair may cancel a meeting, for reasons such as inclement weather or an undue number of confirmed absences.

In the event of a cancellation, the Chair shall ensure that all SEAC members and affected staff are notified by email, and shall use the Board website and social media to advise members of the public of the cancellation and a rescheduled date if applicable.

3.6 Quorum

A quorum for SEAC requires the physical or electronic presence of a majority of the voting members.

In accordance with Reg. 464/97, SEAC must have a quorum before any decision which binds the committee can be made.

Notwithstanding the foregoing, the Chair may convene a meeting of SEAC without a quorum, for the purposes of receiving information and engaging in discussion.

Trustee and Local Association Alternate Representatives are only considered to be voting members when the voting member is absent, and are otherwise not counted for purposes of determining quorum.

3.7 Attendance at Meetings

Members can attend meetings either physically or remotely by telephonic or electronic means.

SEAC members are encouraged to attend as many meetings as possible, and in particular to attend at least three (3) meetings per school year in person, in order to foster a broad and balanced perspective during committee discussions.

If either a voting or alternate SEAC member has missed two or more consecutive meetings, for example, due to illness, family emergency, or employment, and anticipates a third consecutive absence but does not wish to vacate their appointment, the member may notify the Chair of SEAC in writing in advance to request that SEAC approval of the absence be noted in the minutes.

Where an attendance concern becomes apparent, for example where both the Voting and Alternate Representatives for a Local Association are consistently absent, the Chair may contact the SEAC Representatives and/or the Local Association to inquire about the intent and capacity of either the Representatives and/or the Local Association to continue their involvement with SEAC.

In the event that a position is vacated, the Chair shall send written confirmation of same to the vacating Representative, and shall further notify the Local Association to request that the Association nominate another Representative for appointment by the Board.

3.8 Accessibility

The Board will provide such accommodations as are necessary for all SEAC members to be able to participate in meetings, including but not limited to ensuring that meetings are held in accessible locations, and that specialized resources, including large print, electronic or Braille versions of documents, closed captioning or sign language interpreters, are available as required for members and attendees.

3.9 Meeting Procedures

SEAC meetings are conducted according to the rules of procedures as outlined in the Board's By-Law, available on the Board website, subject to the provisions of Reg. 464/97 and these Terms of Reference.

3.10 Maximum Length of Meeting

No meeting shall continue in session for more than three hours.

3.11 Voting

All Voting members of SEAC may vote on a motion before the committee, including the Chair.

A motion fails if it does not receive the approval of a majority of members present in person or electronically, and eligible to vote.

3.12 Meeting Norms

All members are expected to adhere to the following meeting norms:

- Arrive on time;
- Review the agenda before the meeting;
- Turn off all cell phones and pagers, or set to vibrate, for the duration of the meeting;
- Raise a hand to indicate an intention to speak;
- Speak only when recognized by the Chair;
- Listen to others;
- Be courteous; and
- Do not interrupt other speakers or dominate discussion.

Meeting Protocol:

- Meetings shall begin and end on time;
- The Chair shall open and close the meeting with a prayer;
- The Chair uses parliamentary procedure to proceed through the agenda;
- The Chair shall determine whether there is majority approval for agenda items requiring a vote;
- Presentations shall be limited to 10 – 20 minutes;
- During presentations and discussions, members shall:
 - Reserve judgment on ideas generated during brainstorming;
 - Discourage rehashing or repetition of previously stated positions or statements;
 - Where appropriate, breakout into teams for discussion of components or alternatives;
 - Identify relevant issues, and state all concerns related to the issue before the members;
 - Table or record “Parking Lot” issues or items for future discussion.

ARTICLE 4 RESPONSIBILITY OF MEMBERS

4.1 Code of Conduct

The spirit and intent of SEAC is one of sharing, a positive attitude, trust and respect. It is vital that SEAC members work together to assist the Board to provide programs for all students with special education needs.

Each member is expected to:

- Represent the needs of all of the Board's pupils who have special education needs;
- Acquire and maintain a working knowledge of all of the special education programs and services provided by the Board;
- Express the concerns of students and Association's representing the needs of students, rather than the personal concerns of the member;
- Be prepared for all SEAC meetings, including reviewing all agenda materials, in order to be able to participate in discussions in an informed manner;
- keep apprised of Ministry and Board policies and guidelines relating to special education;
- advance recommendations relating to special education programs and services;
- be familiar with the Board's Student Well-Being and Achievement Plan and Board Improvement Plan, to the extent that these Plans affect the delivery of special education programs and services; and
- Respect the right to privacy of individual pupils by avoiding discussion of individual cases.

In the event that a conflict arises which cannot be resolved through committee discussion led by the Chair, the Superintendent of Student Services may at his or her discretion elect to involve an external facilitator, subject to Board approval of the expense, if required.

4.2 Local Association Communication

Local Association members of SEAC shall endeavor to facilitate effective communications between their Local Association members and the Board.

To this end, SEAC members are encouraged to:

- share local Association updates and information at SEAC meetings;
- provide regular updates from their Local Association using the SEAC Association Report Form (see Appendix 2);
- keep informed of Local Association member needs, by speaking with individuals who take parent calls about issues of concern, and by seeking out information and input in relation to special education issues;
- report back to the members of the local Association or chapter with relevant information from SEAC, such as past and future matters for discussion and/or approval at SEAC meetings;
- encourage Local Association members to attend SEAC meetings and other Board functions;
- upon request, provide the Local Association with a formal report on relevant SEAC proceedings to be included in the local Association's annual report;
- share Local Association annual reports with the SEAC; and
- suggest items of interest to the Local Association for inclusion on the SEAC agenda, including educational topics and motions.

4.3 Recommendations to the Board

SEAC may upon receiving majority approval make recommendations to the Board in respect of matters affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board, including:

- philosophy and goals;
- organizational structure;
- policies and procedures;
- program delivery systems;
- services and facilities;
- professional development;
- in-service opportunities for SEAC members.

4.4 Review of Special Education Plan

The Board shall ensure that Special Education Advisory Committee is provided with an opportunity to participate in the Board's annual review of the Special Education Plan.

4.5 Budget and Financial Statement Review

SEAC shall have the opportunity to participate in the Board's annual budget process, as that process relates to special education.

SEAC shall also have the opportunity to review the financial statements of the Board, as they relate to special education.

APPENDIX 1
ONTARIO REGULATION 464/97
SPECIAL EDUCATION ADVISORY COMMITTEES

1. In this Regulation,

“local Association” means an Association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an Association or organization that is not an Association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local Associations that operates locally within the area of jurisdiction of the board, as nominated by the local Association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local Association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

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

(3) Where there are more than 12 local Associations within the area of jurisdiction of the board, the board shall select the 12 local Associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

- (a) three; and
- (b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

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

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

- (a) two representatives from the local Associations that operate locally within the area of jurisdiction of the board, as nominated by the local Associations and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local Associations and appointed by the board;

- (c) one member from among the board's own members, as appointed by the board;
- (d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local Association or Associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4).

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized.

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

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

- (a) is convicted of an indictable offence;

- (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or
- (c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

- (a) the role of the committee and of the board in relation to special education; and
- (b) Ministry and board policies relating to special education.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education.

13. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).



APPENDIX 2 SEAC ASSOCIATION REPORT FORM



Name of Association: _____

SEAC Member: _____

Date of Meeting: _____

Association Activities

Upcoming Meetings or Conferences:

New Programs or Services:

Other Information:

Website: _____

APPENDIX 3 SEAC ANNUAL CALENDAR

The following are the topics, information items, presentation and activities that typically occur at monthly SEAC meetings.

Month	Annual Activities
September	<ul style="list-style-type: none"> ❖ Review Ministry Goals ❖ Set SEAC goals for the year
October	<ul style="list-style-type: none"> ❖ Review Accessibility Plan
November	<ul style="list-style-type: none"> ❖ Review of Special Ed component of Draft Board Improvement Plan ❖ Review of EQAO Data with record of students with IEPs
December	<ul style="list-style-type: none"> ❖ Review of Special Education Data including IEPs
January	<ul style="list-style-type: none"> ❖ Election of Chair and Vice Chair
February	<ul style="list-style-type: none"> ❖ Review of Director's Annual Report
March	
April	<ul style="list-style-type: none"> ❖ Review of Special Education Budget
May	<ul style="list-style-type: none"> ❖ Review of Special Education Plan
June	<ul style="list-style-type: none"> ❖ Approval of Special Education Plan ❖ Review of year ❖ Application for Pro Grant



**POTENTIAL
PROGRAMME**

Webinar: Anxiety, Play, and ABA (Applied Behaviour Analysis) with Leslie Cohen

ONLINE - Friday, June 24th, 2016 from 12:00pm – 1:00pm

Webinar Description:

Although anxiety can be a lifelong challenge for many people with autism, there are a number of effective behavioural supports that can really help. These supports can help children and adults learn to manage their anxiety more successfully as they engage with peers, family, school, and community.

This webinar is designed for parents, school staff, therapists, SLPs and OTs who want to learn more about behavioural techniques, both for reducing and managing anxiety experienced by people with ASD of all ages and for supporting successful, satisfying play for children.

Presenter Biography:



Leslie Cohen has been working with children and adults diagnosed with ASD for the past 16 years in the United States and Canada. She specializes in helping caregivers effectively support people with ASD through creative, positive, science-based interventions. She is a licensed psychologist in the state of New York and a Board Certified Behavior Analyst at the PhD level. Dr. Cohen is currently the clinical director of L & A Educational Services, and a school psychologist with the Amherst Public Schools in Massachusetts, where she designs data collection systems and training programs for staff, and consults to multidisciplinary ASD teams.

PLEASE REGISTER ONLINE
<http://bit.ly/anxietyplayaba>

Contact: Christa Sawyer, Community Event Coordinator
 416 526-0575 or christa@autismontario.com

NOTE: By registering and participating in this event, you are acknowledging that you may be contacted by Autism Ontario or one of its agents inviting you to participate in short surveys as part of the evaluation process for the Potential Program. However, participation in these surveys is not mandatory.

AutismONTARIO



Notice of Motion

Unfair Treatment of Children with Autism Spectrum Disorder and Their Families

Date: May 16, 2016
Moved by: Councillor Bill McLean

Seconded by: Councillor Maurice Brenner

Whereas the Provincial Government and Ministry of Child and Youth Services announced \$333 million over five years for Autism Spectrum Disorder (ASD).

Whereas eliminating a wait list for Early Intensive Behaviour Intervention (EIBI) for the youngest children means families will have access to important treatment sooner. However families who have been on the waiting list for Intensive Behavioural Intervention (IBI) services for many years are being doubly penalized by not having had access to the best early intervention for their children and by learning they will now not receive this service by being discharged from the waiting list.

Whereas IBI therapy costs roughly \$50,000 per year, per child. For the many children who are now being taken off the wait lists or phased out of programs, the service will be replaced by a one-time funding of \$8,000 per child, equivalent to roughly two months of IBI therapy, to obtain services while transitioning to school and public supports – services that are not related or compare to IBI.

Whereas concerns from Autism experts, service providers and other advocates, condemn the government's new strategy.

Whereas as with these proposed changes in funding, the Province has acted in a manner contrary to the values of Ontarians "the value that Ontarians place on caring, supporting and investing in the most vulnerable members of our community" and is acting contrary to the United Nations Charter of Rights of Persons with Disabilities, "persons with disabilities have the right to the enjoyment of the highest attainable standard of health without discrimination on the basis of disability" and also states that people have a right to the services specifically required for the management of their

disability. These clauses are inclusive of all people, not just the ones the government sees fit.

Whereas other advocates expressed profound disappointment that the new "autism strategy" announcement contained no details whatsoever for either school or adult programs.

Now therefore be it resolved that the Council for the City of Pickering:

1. Stress to the Government of Ontario and the Ministry of Child and Youth Services the immediate need to reinstate adequate funding for children in need of IBI Therapy regardless of age.
2. Provide copies of this motion to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Tracy MacCharles, Minister of Child and Youth Services, MPP, Patrick Brown, Leader of the Conservative Party of Ontario and MPP, Andrea Horwath, Leader of the Provincial New Democratic Party.
3. And copies to be forwarded to Durham Regional Council, York Regional Council, Peel Regional Council and the City of Toronto requesting endorsement of this motion.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Finance Committee Minutes – June 6, 2016**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATION:

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board receive and file the minutes of the June 6, 2016 Finance Committee meeting.”

RATIONALE:

See attached.

AOB:RSP:cc
Attachment



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the **FINANCE COMMITTEE** meeting which was held at the Catholic Education Centre on Monday, June 6, 2016.

Committee Members

T. Chapman, Chair (regrets)
J. Rinella, Vice-Chair
T. Corless
M. Forster

Staff

A. O'Brien
R. Putnam, Resource
M. Hammond
M. Gray

A. CALL TO ORDER

Vice-Chair Rinella called the meeting to order at 7:35 p.m.

a.1 Memorials and Prayers

M. Forster offered the opening prayer.

a.2 Roll Call and Apologies

Noted above.

B. APPROVAL OF AGENDA

b.1 Changes to the Printed Agenda

None.

b.2 Approval of Agenda

Motion No. FC-2016-06-06-01

Approval of Agenda

Moved by M. Forster, seconded by T. Corless

"THAT the Finance Committee approve the June 6, 2016 agenda."

Carried

C. ANNOUNCEMENTS

None.

D. NOTICE OF MOTIONS

None.

E. DECLARATIONS OF INTEREST

None.

F. ACTIONS TO BE TAKEN

f.1 Approval and Signing of Minutes from the of the May 16, 2016 Finance Committee meeting

Motion No. FC-2016-06-06-02

Approval of Minutes

Moved by T. Corless, seconded by M. Forster

“THAT the Finance Committee approve the minutes of the May 16, 2016 Finance Committee meeting.”

Carried

f.2 Business Arising from Minutes of the May 16, 2016 Finance Committee Meeting

None.

G. PRESENTATIONS

None.

H. REPORTS/DISCUSSION ITEMS

h.1 2016/2017 Estimates

Superintendent Putnam reviewed the final draft of the 2016/2017 Estimates. Director O'Brien noted that staff was pleased to present a balanced budget which does not require reliance on operating reserves. The final budget will be presented to the Board of Trustees for approval at the June 13, 2016 Regular Board meeting. The Committee extended its appreciation to Finance and Human Resources staff most directly involved in the budget and staffing processes: M. Hammond, Comptroller of Finance, P. Jasper-Chiodi, Budget Coordinator, J. McVeigh, Senior Manager of Employee Relations, T. Laurie, Human Resources Coordinator.

Motion No. FC-2016-06-06-03

2016/2017 Estimates

Moved by M. Forster, seconded by T. Corless

“THAT the Finance Committee receive and file the 2016/2017 Estimates.”

Carried

Motion No. FC-2016-06-06-04

2016/2017 Estimates

Moved by M. Forster, seconded by T. Corless

“THAT the Finance Committee recommend that the Durham Catholic District School Board approve the 2016/2017 Estimates.”

Carried

h.2 Multi-Year Paving Program

Superintendent Putnam reviewed the multi-year paving program. Director O'Brien confirmed that all planned work for the 2015/2016 budget year will commence the first week of July with an anticipated completion of early August.

Motion No. FC-2016-06-06-05

Multi-Year Paving Program

Moved by T. Corless, seconded by M. Forster

“THAT the Finance Committee receive as information the Multi-Year Paving Program.”

Carried

h.3 Stakeholder Input

There have been no further budget input submissions subsequent to the May 16, 2016 Finance Committee meeting.

Motion No. FC-2016-06-06-06

Stakeholder Input

Moved by T. Corless, seconded by M. Forster

“THAT the Finance Committee receive as information the update relating to stakeholder input with respect to the 2016/2017 Budget.”

Carried

I. ADJOURNMENT (8:02 p.m.)

Motion No. FC-2016-06-06-07

Adjournment

Moved by M. Forster, seconded by T. Corless

“THAT the June 6, 2016 meeting of the Finance Committee be adjourned.”

Carried

J. CLOSING PRAYER

Closing prayer was offered by M. Forster

J. Rinella, Vice-Chair, Finance Committee

R. Putnam, Resource, Finance Committee



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: General Working By-Law Committee

Date: June 13, 2016

Re: **General Working By-Law Proposed Changes**

RECOMMENDATION

Moved by _____, seconded by _____

<p>"THAT the Durham Catholic District School Board approve the proposed changes to the Board General Working By-Law revised June 2016.</p>
--

RATIONALE

As attached.

AOB/vk



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the **GENERAL WORKING BY-LAW COMMITTEE** meeting held at the Catholic Education Centre, North Boardroom, 650 Rossland Road West on Monday, May 30, 2016.

Committee Members

J. Rinella, Chair
M. Forster, Vice Chair
T. Chapman
T. Corless
J. McCafferty (teleconference)
P. Pulla

Staff

A. O'Brien (teleconference)
T. Barill

External Legal Counsel

Gillian Tuck Katarna

With Regrets

J. Oldman

A. CALL TO ORDER

MEMORIALS AND PRAYERS

Director Designate Barill called the meeting to order at 7:05p.m. and offered an opening prayer.

B. APPROVAL OF THE AGENDA

CHANGES TO PRINTED AGENDA

There were no changes to the printed Agenda.

APPROVAL OF AGENDA

Motion No. WBL-2016-05-30-01

Approval of Agenda

Moved by P. Pulla seconded by M. Forster

“THAT the General Working By-Law Committee approve the Agenda for the May 30, 2016 Committee meeting.”

Carried

E. DECLARATIONS OF CONFLICT OF INTEREST

No conflict of interest was declared.

F. ACTIONS TO BE TAKEN**f.1 ELECTION OF CHAIR OF THE GENERAL WORKING BY-LAW COMMITTEE**

The Director Designate opened the floor for nominations for the position of Chair of the General Working By-Law Committee.

<u>Nominee</u>	<u>Moved by</u>	<u>Seconded by</u>	<u>Willing to Stand?</u>
J. Rinella	P. Pulla	T. Corless	Yes

The Director Designate then called three times for further nominations. Nominations were then declared closed.

Motion No WBL-2016-05-30-02

Close Nominations

Moved by J. McCafferty, seconded by P. Pulla

“THAT the Durham Catholic District School Board close nominations for the position of Chair of the General Working By-Law Committee for the period of May 30, 2016 to completion of revisions of the Durham Catholic District School Board General Working By-Law.”

Carried

f.2 ELECTION OF VICE CHAIR OF THE GENERAL WORKING BY-LAW COMMITTEE

Chair Rinella opened the floor for nominations for the position of Vice Chair of the General Working By-Law Committee.

<u>Nominee</u>	<u>Moved by</u>	<u>Seconded by</u>	<u>Willing to Stand?</u>
M. Forster	P. Pulla	T. Corless	Yes

The Chair then called three times for further nominations. Nominations were then declared closed.

Motion No WBL-2016-05-30-03

Close Nominations

Moved by P. Pulla, seconded by T. Corless

“THAT the Durham Catholic District School Board close nominations for the position of Vice Chair of the General Working By-Law Committee for the period of May 30, 2016 to completion of revisions of the Durham Catholic District School Board General Working By-Law.”

Carried

APPROVAL OF MINUTES OF THE GENERAL WORKING BY-LAW COMMITTEE MEETING OF NOVEMBER 17, 2016

Motion No. WBL-2016-05-30-02

Approval of Minutes of the General Working By-Law Committee Meeting of November 17, 2015

Moved by P.Pulla, seconded by T. Corless

“THAT the minutes of the General Working By-Law Committee Meeting of November 17, be approved.”

Carried

BUSINESS ARISING FROM THE GENERAL WORKING BY-LAW COMMITTEE

None.

G. BUSINESS

GENERAL WORKING BY-LAW REVIEW

Director O'Brien thanked members of the Board for their diligence in finalizing amendments to the revised By law. External Legal Counsel, Gillian Tuck Katarna noted that changes were incorporated into the revised By law and noted that a few additional housekeeping changes were included to coincide with the language used in the Education Act. She highlighted key areas of amendments which included: Trustees Code of Conduct; Trustees in person attendance at meetings and Committee of the Whole session. Discussion ensued regarding the formation of a new committee. Ms.Tuck Katarna noted that it is within the right of the members of the Board to form a new Special committee but recommended that this be done by resolution of the whole Board, thereby allowing all members of the Board to debate the Committee and vote accordingly. Vice Chair of the Committee Forster asked for clarification with regard to reasons for conducting In Camera sessions. Ms. Tuck Katarna read Section 2:07, Sub section 2:

A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

GENERAL WORKING BY-LAW REVIEW - continued

Following discussion regarding minor recommendations to Mandates and Appendices, members of the Committee agreed to the following Motion:

Motion No. WBL-2016-05-30-03

Resolve Amendments to General
Working By Law 2016

Moved by P. Pulla, seconded by J. McCafferty

“THAT the General Working By Law Committee resolve the 2016 Revised By Law as amended and present at the June 13, 2016 Regular Board Meeting.”

Carried

H. ADJOURNMENT

Motion No. WBL-2016-0530-03

Adjournment

Moved by M. Forster, seconded by J. McCafferty

“THAT the May 30, 2016 meeting of the General Working By-Law Committee be adjourned.”

Carried

The meeting adjourned at 7:48 p.m.

John Rinella, Chair
General Working By-Law Committee

(V. Kunar, Recording Secretary)

DURHAM CATHOLIC DISTRICT SCHOOL BOARD

GENERAL WORKING BY-LAW NUMBER 2014

Revised June 2016

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MISSION, VISION AND VALUES

Durham Catholic District School Board, as followers of Jesus, is a Catholic Learning Community, committed to educating students to contribute their God-given talents in the service of others.

The Board of Trustees shall govern in accordance with the Mission, Vision and Values of the Durham Catholic District School Board.

Our Mission

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.

Our Vision

Each student in our Catholic learning community embodies excellence and equity by embracing the Ontario Catholic School Graduate Expectations - to be:

- a discerning believer;
- an effective communicator;
- a reflective, creative and holistic thinker;
- a self-directed, responsible lifelong learner;
- a collaborative contributor;
- a caring family member; and
- a responsible citizen.

Our Catholic Values

By living these values with an open mind and a faithful heart, we bear witness to these words:

“You are the hope of the Church and of the world. You are my hope.”

Saint John Paul II

As a Catholic Learning Community, we value:

Faith, evangelizing ourselves and others through scripture, sacrament, prayer and action in service with the home, school and parish.

Hope, giving witness to the belief that we can become who we are called to be.

Love, being present to others with care, compassion, solidarity, community and joy.

Peace, creating opportunities for contemplation, spirituality, reconciliation and forgiveness.

Wisdom, listening and responding to the Holy Spirit.

Inclusion, ensuring a sense of belonging by promoting the dignity and worth of each human life.

Excellence, building on God’s grace to achieve our earthly and eternal vocations.

Creativity, celebrating diverse and innovative expressions of God's gifts.

Service, seeking out and responding to local and global needs with prudence, fortitude, humility and charity.

Stewardship, shepherding God's creation and resources for the common good.

Responsibility, demonstrating accountability and fidelity in our thoughts, words and deeds.

Justice, acting and serving with integrity in communion with the Gospel and teachings of Jesus.

ARTICLE 1 INTERPRETATION

1.1 Meaning of Terms

For this By-law and all other By-laws of the Board unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 the masculine includes the feminine;
- 1.1.3 "ANNUAL MEETING" means the first meeting in December, except during the year of municipal elections;
- 1.1.4 "BOARD" means Durham Catholic District School Board;
- 1.1.5 "COMMITTEE" includes the COMMITTEE OF THE WHOLE BOARD, a STATUTORY COMMITTEE, a committee of the BOARD established pursuant to this By-law, and a Subcommittee;
- 1.1.6 "COMMITTEE OF THE WHOLE BOARD" shall mean the BOARD sitting as a COMMITTEE.
- 1.1.7 COMMITTEE OF THE WHOLE BOARD IN CAMERA shall mean the BOARD sitting as a COMMITTEE pursuant to s.207 of the *Education Act* to address matters of a private and confidential nature;
- 1.1.8 "DAY" means business day;
- 1.1.9 "EDUCATION ACT" means the Education Act, Revised Statutes of Ontario 1990, chapter E.2, as amended, and includes, where the context requires, the Ontario Regulations enacted thereunder;
- 1.1.10 "IN CAMERA SESSION" means a meeting from which the public has been excluded in accordance with §3.4;

- 1.1.11 "INAUGURAL MEETING" means the first meeting in December following the municipal elections of that year;
- 1.1.12 "MEETING" includes a meeting of the BOARD, and of COMMITTEES and Subcommittees;
- 1.1.13 "MEMBER" when used in §9.14 [Inquiries and Miscellaneous Matters for COMMITTEE MEETINGS] and in Article 11 [PROTOCOL FOR DEBATE] and Article 12 [VOTING], means a person who is a member of the BOARD or a COMMITTEE, as the case requires, who is entitled to vote at the relevant MEETING;
- 1.1.14 "PRIVATE SESSION" means the Committee of the Whole Board sitting in private pursuant to section 207 of the *Education Act* without the Superintendents of the Board present;
- 1.1.15 "PUBLIC SESSION" means a meeting from which the public has not been excluded in accordance with §3.4 [IN CAMERA SESSION];
- 1.1.16 "SENIOR STAFF" means an employee of the BOARD at or above the level of Superintendent;
- 1.1.17 "SPECIAL COMMITTEE" means any committee of the Board that shall operate for a specific purpose until the end of the school year in which it is struck;
- 1.1.18 "STANDING COMMITTEE" means a committee of the BOARD that shall operate every year until such time as the BOARD decides otherwise on a majority vote.
- 1.1.19 "STATUTORY COMMITTEE" means any committee that, by law, the BOARD is required to appoint, including but not limited to those described in §1.3;
- 1.1.20 "TRUSTEE" means a person elected, acclaimed or appointed to the office of trustee of the BOARD pursuant to the provisions of the *Education Act* or the *Municipal Elections Act*;
- 1.1.21 "YEAR" means, unless qualified by the word "calendar", the period commencing on the first day of December, and ending on the last day of November next following.

1.2 Standing Committees

The STANDING COMMITTEES are as follows:

- 1.2.1 the Finance Committee;
- 1.2.2 the Transportation Consortium Governance Committee;

- 1.2.3 the Student Senate Committee;
- 1.2.4 the Board Award of Merit Committee;
- 1.2.5 the Trustee Youth Award Committee;
- 1.2.6 the Outstanding Home/School Communication Award Committee; and
- 1.2.7 the General Working By-laws Committee;
- 1.3 Statutory Committees**

The STATUTORY COMMITTEES of the BOARD are:

- 1.3.1 the Special Education Advisory Committee;
- 1.3.2 the Supervised Alternative Learning Committee;
- 1.3.3 the Suspension Appeal Committee;
- 1.3.4 the Expulsion Hearing Committee;
- 1.3.5 the Audit Committee;
- 1.3.6 Catholic Parent Involvement Committee.

By-law Application to the STATUTORY and STANDING COMMITTEES

Except as otherwise expressly provided, the provisions of the By-laws related to COMMITTEES shall apply to the STANDING COMMITTEES and STATUTORY COMMITTEES with necessary modifications as required by their terms of reference, legislation and regulations.

1.4 Inadvertent Omission

If and whenever there is an inadvertent error or omission to give or deliver any notice, report or agenda, such inadvertent error or omission shall not affect the validity of any action or thing thereafter undertaken by the BOARD.

**ARTICLE 2 ANNUAL MEETING, INAUGURAL MEETING,
REGULAR MEETING FOLLOWING**

2.1 Date of Annual Meeting

Subject to any statutory requirement, the BOARD shall, at or before the last regular Meeting in November in each calendar year, fix a DAY and time for an Annual Meeting of the BOARD for the following YEAR;

- 2.1.1 provided however that the Inaugural Meeting to be held in the calendar year in which all TRUSTEES are elected at the regular election or acclaimed under

the *Municipal Elections Act* shall be held not later than the 8th day of December.

2.2 Service of Dedication of the Roman Catholic Trustee

At or immediately before the commencement of each Annual or Inaugural Meeting of the BOARD, all TRUSTEES shall participate in the Service of Dedication of the Roman Catholic Trustee:

- 2.2.1 prior to the Inaugural Meeting, or in circumstances of a mid-term appointment or by election, the Service of Dedication shall take place during the Celebration of the Sacrifice of the Mass immediately prior to the Inaugural Meeting, and shall be, unless and until otherwise provided by resolution, the "Commissioning of Catholic Trustees" substantially in the form set out in **Appendix 1**; and
- 2.2.2 prior to the Annual Meeting, the Service of Dedication shall take place at the beginning of the Annual Meeting and shall be, unless and until otherwise provided by resolution, the "Rite of Renewal of Trustees" substantially in the form set out in **Appendix 2**.

2.3 Procedure at Inaugural Meeting

The procedure at the Annual or Inaugural Meeting of the BOARD, subject to other By-laws, shall be as set out in §2.6 [Election of Chair of the BOARD] through §2.9 [Elections].

2.4 Presiding Officer at the Annual or Inaugural Meeting

The Presiding Officer at the Annual or Inaugural Meeting shall be:

- 2.4.1 the Chief Executive Officer of the BOARD until the first of the persons below who is present is elected;
- 2.4.2 the Chair of the BOARD upon election to office, if present;
- 2.4.3 in the absence of the Chair of the BOARD, the Vice-Chair of the BOARD upon election to office, if present;
- 2.4.4 in the absence of the Chair of the BOARD and the Vice-Chair of the BOARD, the TRUSTEE present who shall have been elected by the TRUSTEES present to be chair of the Annual or Inaugural Meeting.

2.5 Preliminary Proceedings

The Presiding Officer shall:

- 2.5.1 read memorials and open the meeting with a prayer;

- 2.5.2 during the Inaugural Meeting, read the returns of any elections, following which the newly elected TRUSTEES shall take their places;
- 2.5.3 during the Inaugural Meeting, attest that each TRUSTEE has taken a Declaration of Office and Oath of Allegiance, as required by the *Education Act*;
- 2.5.4 read apologies and call the Roll;
- 2.5.5 during the Inaugural Meeting, declare the Board legally constituted.

2.6 Election of Chair of the BOARD

The Presiding Officer shall then proceed with the election of the Chair of the BOARD, which shall be conducted in accordance with the provisions of §2.9 [Elections].

2.7 Election of Other Officials

The Presiding Officer may proceed with the election of the Vice-Chair of the BOARD which shall be conducted in accordance with the provisions of §2.9 [Elections].

2.8 Other Appointments

The Presiding Officer shall then proceed with the election of persons who are to be appointed to local boards and other organizations, which elections shall be conducted in accordance with the provisions of §2.9 [Elections].

2.9 Election Process

The election of TRUSTEES and others to positions required to be filled by the BOARD shall be conducted by the Presiding Officer as follows:

- 2.9.1 nominations shall be sought, for each of which shall be moved and seconded;
- 2.9.2 after the nominations for the position have been closed and before the vote is taken, each candidate who has not already so declared and in the sequence nominated, shall declare whether or not such candidate will serve;
- 2.9.3 if there are two or more nominations for any position, the election shall be conducted by ballot in paper form, signed by the TRUSTEE casting the ballot;
- 2.9.4 with the approval of the BOARD, two returning officers shall be appointed, the duties of whom shall include the distribution and counting of the ballots;
- 2.9.5 the returning officers, in the presence of the Presiding Officer, shall ensure that ballots are collected and counted accurately;
- 2.9.6 after the ballots have been counted, both the vote count and how each MEMBER voted shall be announced by the secretary of the Meeting

- 2.9.7 after each ballot has been counted in any round of balloting, the name of every candidate receiving no votes, and the name of the candidate otherwise receiving the lowest number of votes shall be dropped, and the balloting shall so continue until a candidate has received a majority of the votes of the TRUSTEES present;
- 2.9.8 at any time that there are three or more names remaining on a ballot and two or more nominees are tied with the least number of votes, a vote shall be taken to decide which of such tied nominees shall remain on the list of names to be voted upon in the next round of voting;
- 2.9.9 where all of the votes are divided equally between two, or equally among three or more, candidates for any office, such candidates shall draw lots to fill the position.

2.10 Selection of COMMITTEES – First Regular Meeting After Inaugural

- 2.10.1 Following the Annual or Inaugural Meeting, the TRUSTEES shall submit to the Chair of the Board a list of the COMMITTEES on which they desire to serve. The submission shall rank the order of preference;
- 2.10.2 Upon receipt of the submission of all TRUSTEES, the Chair of the Board shall prepare a draft list identifying which TRUSTEES will serve on which COMMITTEES. To the extent possible, the Chair will accommodate the Trustees' preference and ensure the equitable distribution of Trustees on each COMMITTEE;
- 2.10.3 At the first regular Meeting of the BOARD following the Annual or Inaugural Meeting, the CHAIR shall present the draft COMMITTEE list to the Board for approval by resolution following which each COMMITTEE shall determine which TRUSTEES shall serve as the Chair and Vice-Chair of such COMMITTEE at the first Committee Meeting. Unless otherwise determined by the TRUSTEES, the selection shall be made in the manner set out in §2.9 [Elections].

2.11 TRUSTEE Vacancy

In the event that a TRUSTEE Vacancy occurs before the end of a TRUSTEE'S term:

- 2.11.1 where a majority of TRUSTEES remain in office, the majority shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant in accordance with the TRUSTEE Vacancy Voting Procedure attached as **Appendix 3** to these By-laws.
- 2.11.2 where a minority of TRUSTEES remain in office, a by-election shall be held to fill the vacancy, in the same manner as an election of the board.

ARTICLE 3 MEETINGS

3.1 TRUSTEE Code of Conduct

The TRUSTEES commit themselves to promoting gospel values and providing faith based Catholic education in the best interests of students of the Durham Catholic District School Board.

The TRUSTEES commit themselves to ethical, professional and lawful conduct.

The TRUSTEES commit themselves to loyalty to the interests of students, parents, staff and ratepayers of the Durham Catholic District School Board rather than personal loyalties or interests.

The TRUSTEES commit themselves to an open, transparent governance model, to respect the distinctive role of the Board, its individual TRUSTEE members and staff of the Durham Catholic District School Board and to comply with the TRUSTEE Code of Conduct attached at **Appendix 4** of these By-laws.

3.2 Conflict of Interest

The TRUSTEES agree to comply with the provisions of and their obligations pursuant to the *Municipal Conflict of Interest Act* (as amended from time to time). At any time a TRUSTEE considers him/herself to be in a conflict of interest with respect to a matter, s/he is expected to identify that conflict and refrain from participation in decision making regarding that matter.

3.3 Seating at MEETINGS of the BOARD / COMMITTEES

The Chair of the BOARD or the COMMITTEE (as the case requires) shall, at the commencement of the YEAR, determine the seating for MEETINGS during the YEAR.

3.4 Regular MEETINGS of the BOARD and COMMITTEE of the WHOLE BOARD

Unless otherwise ordered by motion, regular MEETINGS of the BOARD shall be held at the business office of the BOARD commencing at 7:30 o'clock in the evening on the fourth (4th) Monday in each month and MEETINGS of the COMMITTEE of the WHOLE BOARD on the second (2nd) Monday of the month scheduled quarterly on dates approved by the Board. The MEETINGS of the COMMITTEE of the WHOLE BOARD on the quarterly scheduled dates shall be for the sole purpose of developing and reviewing Policy. If any regular MEETING of the BOARD or COMMITTEE of the WHOLE BOARD fall on a statutory or civic holiday, such MEETING shall be held commencing at the same hour on the following day.

3.4.1 Provided however that the COMMITTEE of the WHOLE BOARD IN CAMERA shall be held on the same day as the regular MEETING of the BOARD commencing at 7:00 o'clock, or (as determined by the CHAIR) on the same day before or after the regular MEETING of the BOARD.

3.4.2 Provided however that MEETINGS of the BOARD or COMMITTEE OF THE WHOLE BOARD will not be scheduled during Holy Week except in extraordinary circumstances.

3.5 Special MEETINGS of the BOARD

Special MEETINGS of the BOARD shall be held:

- 3.5.1 at the call of the Chair of the BOARD; or
- 3.5.2 at the written request of four (4) TRUSTEES, the Chair of the BOARD shall set the date within five (5) DAYS of receipt of the request for a Special Board Meeting; or
- 3.5.3 at any time determined by resolution of the BOARD;
- 3.5.4 the notice of every Special Meeting shall state the purpose of the meeting; and notwithstanding any other provisions to the Board's Bylaws, no other business shall be considered except with the majority consent of Trustees present; and
- 3.5.5 the Secretary shall notify each member of the BOARD of any Special Meeting of the BOARD and distribute the Draft Agenda and any background material, where available and feasible, one (1) DAY prior to the meeting.

3.6 Student Trustees

Student Trustees shall participate in MEETINGS of the BOARD as prescribed by the *Education Act* and these By-laws. But, Student Trustees shall not participate in In Camera Meetings of COMMITTEE of the WHOLE BOARD.

3.7 IN CAMERA SESSION

A MEETING of a COMMITTEE of the BOARD, including a COMMITTEE OF THE WHOLE BOARD, may be closed to the public when the subject matter under consideration involves:

- 3.7.1 the security of the property of the BOARD;
- 3.7.2 the disclosure of intimate, personal or financial information in respect of a member of the BOARD or COMMITTEE, an employee or prospective employee of the BOARD or a pupil or the parent or guardian of a pupil;
- 3.7.3 the acquisition or disposal of a school site;
- 3.7.4 decisions in respect of negotiations with employees of the BOARD;
- 3.7.5 litigation affecting the BOARD; or

3.7.6 privileged communications when seeking legal advice or giving instructions to its solicitor;

as may be determined from time to time by the COMMITTEE or the BOARD, as the case may be.

3.8 Call of IN CAMERA SESSION

A MEETING of a COMMITTEE of the BOARD including a COMMITTEE OF THE WHOLE BOARD, may be held:

3.8.1 at any time determined by resolution of the BOARD;

3.8.2 at the call of the Chair of the BOARD; or

3.8.3 at the written request of three (3) TRUSTEES on a date fixed by the Chair of the BOARD within five (5) DAYS of receipt of the request.

3.9 Regular MEETINGS of STATUTORY COMMITTEES

Unless otherwise ordered by motion of the BOARD, regular MEETINGS of STATUTORY COMMITTEES:

3.9.1 shall be held as required by their terms of reference at the business office of the BOARD; and

3.9.2 shall be held commencing at 7:00 p.m., or as the COMMITTEE shall determine.

3.10 MEETINGS of other COMMITTEES

Unless otherwise ordered by motion of the BOARD, STANDING COMMITTEES, Special COMMITTEES and Sub-Committees:

3.10.1 shall be held at the business office of the BOARD;

3.10.2 shall, unless otherwise approved by the BOARD, be scheduled to be held on a DAY that is separate from and not fewer than two DAYS prior to the DAY on which regular MEETINGS of the BOARD are scheduled;

3.10.3 may be held on such DAY and at such time as the COMMITTEE shall determine;

3.10.4 may be held at the call of the Chair of the COMMITTEE;

3.10.5 shall be held at the date and time fixed by the Chair of the COMMITTEE within five DAYS of receipt of the written request of five members in the case of a COMMITTEE composed of all TRUSTEES;

3.10.6 shall be held at the date and time fixed by the Chair of the COMMITTEE within five DAYS of receipt of the written request of three members in the case of any COMMITTEE other than a COMMITTEE composed of all TRUSTEES;

3.10.7 will not be scheduled during Holy Week except in extra-ordinary circumstances; and

in the case of Special COMMITTEES, and of Sub-Committees shall meet:

3.10.8 initially within two weeks after the COMMITTEE has been appointed;

3.10.9 at the call of the Secretary, following consultation with the members of the COMMITTEE if a Chair has not been appointed.

3.11 Notice of Other Than Required Regular Monthly MEETINGS

Unless otherwise ordered by motion of the BOARD, written notice of every special MEETING of the BOARD, and of every MEETING of every other COMMITTEE shall:

3.11.1 be given by delivery to each TRUSTEE on the Wednesday before the meeting; and

3.11.2 state all business to be transacted or considered thereat, and notwithstanding any other by-law, no other business shall be considered unless all TRUSTEES who are eligible to vote on the matter are present at the MEETING and unanimously agree thereto.

3.12 Cancellation of MEETINGS

A MEETING for which a notice is required may be cancelled:

3.12.1 in the case of a Regular MEETING of a COMMITTEE, by the Chair of the COMMITTEE;

3.12.2 in the case of a Special MEETING of the BOARD called by the Chair of the BOARD under §3.5.1 [Special MEETINGS of the BOARD], if the Chair of the BOARD, in the sole and absolute discretion of the Chair, deems that the need for such Special MEETING no longer exists;

3.12.3 in the case of a MEETING called under §3.5.2 [Special MEETINGS of the BOARD], if not less than half of the TRUSTEES at whose request the Special MEETING was called, give a further written request that such Special MEETING be cancelled;

3.12.4 in the case of a MEETING called under §3.10.4 [Other MEETINGS], if the Chair of the COMMITTEE, in the sole and absolute discretion of the Chair, deems that the need for the Special MEETING no longer exists; and

- 3.12.5 in the case of a MEETING called under §3.10.5 [Other MEETINGS], if not less than half of the TRUSTEES of the COMMITTEE at whose request the Special MEETING was called give a further written request that such Special MEETING be cancelled.

3.13 Automatic Cancellation by Inaugural and Annual Meetings

Unless otherwise ordered by motion of the BOARD, the holding of the Inaugural Meeting of the BOARD and Annual Meeting of the Board as prescribed in Article 2 shall automatically cancel any MEETING that is not fixed in the By-laws of the BOARD.

3.14 Presence Mandatory

- 3.14.1 As set out in the *Education Act*, a TRUSTEE must physically attend at least three (3) Regular MEETINGS of the BOARD in a calendar year.
- 3.14.2 A TRUSTEE'S seat will be declared vacant if s/he is absent without authorization for three (3) consecutive Regular MEETINGS of the BOARD.

3.15 Attendance at Meetings

The BOARD expects that:

- 3.15.1 unless prevented for a reason beyond his/her reasonable control, each Trustee shall attend all MEETINGS of the BOARD and all MEETINGS of a COMMITTEE of which the TRUSTEE is a member, either personally, or electronically in accordance with the relevant policy of the BOARD; and
- 3.15.2 where a TRUSTEE will not be present for a Regular MEETING of the BOARD or committee MEETING, the TRUSTEE shall notify, in advance, either the appropriate Chairperson or the secretary to the Secretary of the Board.

3.16 Quorum for MEETINGS of All TRUSTEES

Subject to the *Municipal Conflict of Interest Act*, a majority of the TRUSTEES of the BOARD eligible to vote shall constitute a quorum for MEETINGS of the BOARD, of the COMMITTEE OF THE WHOLE BOARD and of a COMMITTEE where a COMMITTEE is composed of all TRUSTEES.

3.17 How Quorum Is To Be Counted

Whenever the quorum is or must be counted at a MEETING of the BOARD, of the COMMITTEE of the WHOLE BOARD, and of a COMMITTEE where a COMMITTEE is composed of all TRUSTEES, only those TRUSTEES who are:

- 3.17.1 personally present and sitting in or standing at their assigned seats, and
- 3.17.2 present electronically in accordance with the relevant policy of the BOARD,
- shall be included in the count.

3.18 Quorum for MEETINGS of COMMITTEES

Subject to the provisions of §3.16 [Quorum for MEETINGS of All TRUSTEES], a majority of TRUSTEES who are members of the COMMITTEE eligible to vote, or three TRUSTEES who are members of the COMMITTEE eligible to vote, whichever is the lesser, shall constitute a quorum for MEETINGS of a COMMITTEE.

3.19 Lack of Quorum

If a quorum is not present within thirty minutes (or such longer time as may be agreed upon by the members eligible to vote then present) after the time appointed for any MEETING, the Recording Secretary shall record the names of the TRUSTEES and officials of the BOARD who are present and the MEETING shall stand adjourned.

3.20 Quorum Lost

Subsequent to a MEETING being called to order as provided in §3.21 [Call to Order], whenever a quorum is no longer present and the Chair declares such lack of quorum, the Recording Secretary shall record the names of the TRUSTEES and officials of the BOARD who are present and the MEETING shall stand adjourned.

3.21 Call to Order

Every MEETING shall be called to order at the hour appointed or as soon thereafter as a quorum is present.

3.22 MEETINGS Open to the Public (PUBLIC SESSION)

Subject to the provisions of §3.7 [IN CAMERA SESSION], each MEETING of the BOARD and of a COMMITTEE of the BOARD, including a COMMITTEE OF THE WHOLE BOARD, shall be open to the public, and no person shall be excluded from a MEETING that is open to the public except for improper conduct.

3.23 Conduct at MEETINGS Open to the Public (PUBLIC SESSION)

No person shall, at any MEETING, refer to any other person, by means of personal identification, in a negative, critical or derogatory manner; for this purpose, it shall be the duty of the Chair at every MEETING to enforce this requirement:

- 3.23.1 by immediately seeking approval of the members entitled to vote to move the matter or item to a MEETING that is closed to the public; and
- 3.23.2 failing the adoption of a motion to move the matter or item to a MEETING that is closed to the public, by prohibiting every person who contravenes or attempts to contravene this requirement from speaking or continuing to speak.

3.24 **Recess of MEETING by the Chair**

At any time except during the conduct of a vote, the chair may recess a MEETING for any purpose, including for the purpose of solidifying quorum, for a period of not more than ten (10) minutes, and for this purpose, may interrupt a speaker.

3.25 **Maximum Length of MEETING**

No MEETING shall continue in session for more than three hours.

3.26 **Extension of Length**

Notwithstanding §3.25 [Maximum Length of MEETING], upon the consent of a majority of members eligible to vote who are present, a MEETING may be extended beyond the limits otherwise provided to a maximum not exceeding one hour.

3.27 **Agenda Review**

Every MEETING shall begin at 9:30 p.m., or as soon thereafter as practical, review the outstanding items remaining on the MEETING agenda to determine urgent business requiring action in the current monthly cycle.

3.27.1 At a MEETING of a COMMITTEE, the COMMITTEE will determine, without debate, which outstanding items should be deferred, or referred to the next Regular MEETING of the BOARD, or dealt with that evening;

3.27.2 At a MEETING of the BOARD, the BOARD will determine, without debate, which outstanding items should be deferred or dealt with that evening.

3.28 **Minutes of MEETINGS To Be Kept**

A full and correct account of the proceedings of every MEETING shall be kept, including but not limited to the recording of the Trustees present, separately identifying those present in person, and those present electronically.

3.28.1 Provided that the minutes of a meeting held in an IN CAMERA SESSION shall be kept separate and apart from other minutes, and except as otherwise permitted by the Chair or the Director of Education, access thereto restricted to a TRUSTEE, and the Director of Education or delegate.

ARTICLE 4 COMMITTEES

4.1 **Composition of STATUTORY COMMITTEES**

The composition of the STATUTORY COMMITTEES shall be:

4.1.1 for the Audit Committee, the persons prescribed and selected in the manner set out in Ontario Regulation 361/10, as amended from time to time;

- 4.1.2 for the Special Education Advisory Committee, the persons prescribed and selected in the manner set out in Ontario Regulation 464/97, as amended from time to time;
- 4.1.3 for the Supervised Alternative Learning Committee, the persons prescribed and selected in the manner set out in Ontario Regulation 374/10, as amended from time to time;
- 4.1.4 for the Suspension Appeal Committee, minimum of three (3) trustees selected by the BOARD;
- 4.1.5 for the Expulsion Hearing Committee, minimum of three (3) trustees selected by the BOARD; and
- 4.1.6 for the Parent Involvement Committee, the persons prescribed and selected in the manner set out in Ontario Regulation 612/00, as amended from time to time.

4.2 Establishment of Special and STANDING COMMITTEES

Special and STANDING COMMITTEES of the BOARD may be established by resolution of the BOARD; such resolution shall define in detail the terms of reference of such COMMITTEE.

4.3 Composition of Special and STANDING COMMITTEES

Membership of Special and STANDING COMMITTEES shall be a fixed number of TRUSTEES, being a minimum of three (3) composed as follows:

- 4.3.1 TRUSTEES designated by the BOARD whether present or not when the Special or STANDING COMMITTEE is established; and
- 4.3.2 at the option of the TRUSTEE, the TRUSTEE who introduces the matter for which the Special or STANDING COMMITTEE is established;
- 4.3.3 provided that the term of office on a Special COMMITTEE shall expire at the end of the YEAR; and if thereafter the BOARD shall continue or reconstitute a Special COMMITTEE, the BOARD shall annually (or otherwise whenever necessary) select TRUSTEES to serve on such COMMITTEE, in accordance with the provisions of Article 2 [INAUGURAL and ANNUAL MEETINGS] and this §4.3 and
- 4.3.4 provided that the term of office on a STANDING COMMITTEE shall expire at the end of the YEAR; and thereafter the BOARD shall select TRUSTEES to serve on such COMMITTEE, in accordance with the provisions of Article 2 [INAUGURAL and ANNUAL MEETINGS] and this §4.3.

4.4 Student TRUSTEE

The BOARD, after consultation with the Student TRUSTEE (or TRUSTEES, if more than one), may appoint the Student TRUSTEE(S) to sit as a non-voting member of any COMMITTEE.

4.5 Functions of Special COMMITTEES

Unless otherwise provided by resolution, where a Special COMMITTEE has been established it shall report, as required, directly to the BOARD.

4.6 Dissolution of Special COMMITTEES

A Special COMMITTEE shall be dissolved:

4.6.1 upon the delivery of its final report to the BOARD,

4.6.2 at any time upon a resolution of the BOARD,

4.6.3 at the end of the YEAR,

whichever first occurs;

4.6.4 provided however, that the BOARD may continue or reconstitute any such Special COMMITTEE at or after the Inaugural or Annual Meeting.

4.7 Establishment of Sub-Committees

Sub-committees may be established by any COMMITTEE to consider any matter within the terms of reference of the COMMITTEE.

4.8 Composition of Sub-Committees

Membership on a Sub-committee shall be determined by the appointing COMMITTEE and may include persons who are not members of the COMMITTEE.

4.9 Dissolution of Sub-Committees

A Sub-committee shall be dissolved:

4.9.1 upon the delivery of its final report to the appointing COMMITTEE;

4.9.2 at any time upon a resolution of the BOARD or of the appointing COMMITTEE; or

4.9.3 at the end of the YEAR, whichever first occurs;

4.9.4 provided however that, unless a Sub-Committee has been previously dissolved by a resolution of the BOARD, that the COMMITTEE may continue

or reconstitute any such Sub-Committee at or after the Inaugural or Annual Meeting.

4.10 Right of the Chair of the BOARD

The Chair of the BOARD shall be counted in determining the quorum, and have the right to vote at all COMMITTEE MEETINGS;

4.10.1 provided, however, that in the case of a STATUTORY COMMITTEE or a COMMITTEE established pursuant to a collective agreement to which the BOARD is a party, the Chair shall only be counted and have the right to vote when the Chair of the BOARD is a member of such COMMITTEE.

4.11 Right of the Vice-Chair of the BOARD

The Vice-Chair of the BOARD shall be counted in determining the quorum, and have the right to vote at all COMMITTEE MEETINGS;

4.11.1 provided, however, that in the case of a STATUTORY COMMITTEE or a COMMITTEE established pursuant to a collective agreement to which the BOARD is a party, the Vice-Chair shall only be counted and have the right to vote when the Vice-Chair of the BOARD is a member of such COMMITTEE.

4.12 Voting at MEETINGS of COMMITTEES

Members who are eligible to vote, including TRUSTEES, may vote at MEETINGS at which they are present, as follows:

4.12.1 in the case of a TRUSTEE appointed or elected to a COMMITTEE, at all MEETINGS of such COMMITTEE.

4.13 Removal from COMMITTEES

Upon the affirmative vote of a majority of all TRUSTEES, the BOARD may at any time remove any TRUSTEE or any other person from any COMMITTEE.

4.14 Resignation from COMMITTEES

A member may resign from any COMMITTEE at any time by notice in writing to the BOARD.

4.15 Vacancies on COMMITTEES

A vacancy, however caused, on a COMMITTEE, or in the office of the Chair or Vice-Chair of any COMMITTEE, shall be filled in the same manner as provided in §2.10 [Selection of COMMITTEES — First Regular Meeting After Inaugural] by election by, respectively, the BOARD or the COMMITTEE, at the earliest practicable time but in any event not later than the second MEETING after the vacancy occurs.

4.16 Terms of Reference of the Statutory Committees

The terms of reference of each Statutory Committee shall be as prescribed in the Statute and/or Regulation pursuant to which they are respectively prescribed.

4.17 Terms of Reference of the COMMITTEE OF THE WHOLE BOARD

Notwithstanding anything else contained in the By-laws, the BOARD may, from time to time and at any time, resolve into the COMMITTEE OF THE WHOLE BOARD IN CAMERA to consider any matter consistent with section 207(2) and 207(2.1) of the *Education Act*.

4.18 COMMITTEE Procedures

After the mandate and parameters of each COMMITTEE have been established by the BOARD, each COMMITTEE is free to establish its own operating procedures for the efficient operation of the COMMITTEE

4.18.1 provided that the BOARD in its discretion may from time to time require changes to the operating procedures of any COMMITTEE; and

4.18.2 provided that such procedures are governed by the terms of reference of each Statutory Committee and in compliance with the legislation and regulations governing that Statutory Committee.

4.19 Sub-Committee Procedures

As far as practicable, each Sub-Committee shall follow the procedures established for and (except as to terms of reference) have all the powers of the COMMITTEE of which it is a Sub-committee.

4.20 Attendance at COMMITTEE Meetings

Any TRUSTEE who is not a member of a COMMITTEE may attend a meeting of such COMMITTEE open to the public and participate as a member of the public provided that s/he identify him/herself as a TRUSTEE who is not a member of such COMMITTEE.

ARTICLE 5 COMMITTEE REPORTS BY WAY OF MINUTES

5.1 Reporting After Each MEETING

Every COMMITTEE shall report to the BOARD, and every Sub-Committee shall report to the COMMITTEE of which it is a Sub-Committee, after each of its MEETINGS, by way of delivery of the minutes in either approved or unapproved form, segregating matters that have been considered in PUBLIC SESSION from those that have been considered an IN CAMERA SESSION;

5.1.1 provided however, that where the COMMITTEE has not previously approved the Minutes, the Chair of the COMMITTEE shall signify approval of such

Minutes for the purpose of submitting the same to the BOARD as required by this §5.1.

5.2 When Minutes Need Not Be Delivered in Advance

Nothing in these By-laws shall require that the COMMITTEE OF THE WHOLE BOARD to deliver in advance of the MEETING of the BOARD, minutes of their MEETINGS in written form, when it shall rise and immediately thereafter report to the BOARD.

5.3 Information to be Included

Minutes of MEETINGS of every COMMITTEE shall contain the following information:

- 5.3.1 the name of the COMMITTEE or Sub-Committee;
- 5.3.2 the date of the MEETING;
- 5.3.3 the MEETING number;
- 5.3.4 whether the MEETING was a regular or Special MEETING;
- 5.3.5 the names of the present:
 - 5.3.5.1 TRUSTEES,
 - 5.3.5.2 SENIOR STAFF (or delegate, if applicable),
 - 5.3.5.3 external consultants,
 - 5.3.5.4 BOARD Auditors and BOARD Solicitors, and
 - 5.3.5.5 Recording / COMMITTEE Secretary; and
- 5.3.6 under the heading "Disclosure of Interest",
 - 5.3.6.1 the name of each TRUSTEE who disclosed an interest in any matter on the Agenda of such MEETING;
 - 5.3.6.2 an identification of the matter in which the TRUSTEE disclosed the interest;
 - 5.3.6.3 the general nature of the interest so disclosed;
- 5.3.7 particulars of all matters that were placed upon the Agenda of the COMMITTEE, and the disposition thereof.

5.4 Notation in Minutes Identifying Action and Information Matters

A notation shall be included in the minutes of each meeting identifying separately matters that contemplate action by the BOARD, and matters that do not contemplate action by the BOARD, as follows:

- 5.4.1 Category 1 shall identify matters that, if to be implemented, require the action of the BOARD.
- 5.4.2 Category 2 shall identify all other matters that were placed upon, and approved as part of, the Agenda of the COMMITTEE, together with a brief description of the disposition made of such matters by the COMMITTEE:
 - 5.4.2.1 Category 2a shall identify all such matters for which some further action, by the COMMITTEE or the BOARD, is or may be anticipated or required;
 - 5.4.2.2 Category 2b shall identify all such matters for which no further action, by the COMMITTEE or the BOARD, is or may be anticipated or required.

ARTICLE 6 FINANCE

6.1 Expenditures Limited to Approved Budget

Subject to the provisions of §6.5 [Emergency Expenditures], all expenditures and Orders issued committing expenditures shall be made within current budget estimates in accordance with current purchasing policies, prevailing contracts, agreements, schedules, collective agreements and employment policies with teaching and non-teaching staff.

6.2 Source of Funding to be Specified

No By-law or Resolution of the BOARD that authorizes the expenditure of funds that have not been included in the approved estimates of the BOARD shall be enacted or passed unless there is contained therein the specific identification of the source (or sources, as the case requires) of funding from:

- 6.2.1 Provincial grants,
- 6.2.2 BOARD reserves, or
- 6.2.3 borrowed funds,

in any combination, for both the current and subsequent years.

6.3 When Debt Incurred

Whenever it shall be necessary to borrow funds in order to finance any expenditure:

- 6.3.1 the TRUSTEES shall have previously considered a report from the Treasurer as to the then total annual debt charges for principal and interest and sinking fund charges in respect of all outstanding borrowings of the Board, set out for each year to and including the last year in which debt is projected to be outstanding;
- 6.3.2 the affirmative vote of a majority of all TRUSTEES entitled to vote shall be required; and
- 6.3.3 the vote on the By-law or resolution shall be conducted by means of a Recorded Vote as described in §12.6.4 [Methods of Voting].

6.4 Maximum Debt Charges

No by-law shall be adopted by the BOARD which shall have the effect of increasing the total annual debt charges for principal and interest and for sinking fund charges to an amount exceeding what is permitted by law.

6.5 Emergency Expenditures

Notwithstanding §6.1 [Expenditures Limited to Approved Budget], in the event of emergencies which require the immediate expenditure of funds for the continued operation of any part of the school system, the Director of Education may authorize the expenditure in accordance with the policy of the BOARD current at the time;

- 6.5.1 provided however that such expenditure shall be reported at the next regular MEETING of the BOARD.

6.6 Bonding

The BOARD shall provide for the bonding of officers and employees, as necessary.

ARTICLE 7 RULES OF ORDER

7.1 Rules at MEETINGS of the BOARD

The rules of order to be observed at MEETINGS of the BOARD shall be in accordance with the provisions of these By-laws.

7.2 Rules at MEETINGS of COMMITTEES

As far as practical, the rules of the BOARD shall be observed at MEETINGS of all COMMITTEES.

7.3 Robert's Rules of Order

In all cases for which no specific provision is made in these By-laws, the rules and practice set out in the latest edition of Robert's Rules of Order shall govern so far as

applicable. The particular edition of Robert's Rules to be used may be fixed from time to time by a resolution of the BOARD.

ARTICLE 8 PRESIDING OFFICER

8.1 Presiding Officer at Inaugural MEETING

Notwithstanding anything set out in this Article 8, the Presiding Officer at the Inaugural MEETING shall be determined in accordance with what is set out in Article 2.

8.2 Chair to Preside

The Chair (of the BOARD, or a COMMITTEE, as the case may be) shall preside at all MEETINGS at which the Chair is present, except as identified in §8.6.

8.3 When Vice-Chair to Preside

The Vice-Chair (of the BOARD, or a COMMITTEE, as the case may be) shall preside in the absence of the Chair; when the Vice-Chair presides, the absence of the Chair shall be presumed.

8.4 When Other TRUSTEE to Preside

If at any MEETING the Chair and Vice-Chair (of the BOARD, or a COMMITTEE, as the case may be) are absent, the TRUSTEES present may elect one of themselves to be chair for that MEETING; when such TRUSTEE presides, the absence of the Chair and Vice-Chair shall be presumed.

8.5 Continuation in the Chair

The Vice-Chair or the TRUSTEE referred to in §8.4 [When Other TRUSTEE to Preside] shall act as chair of the MEETING for the duration of the MEETING or until arrival of the Chair (or Vice-Chair, as the case requires) and the disposition of the main motion then being debated.

8.6 Chair of the COMMITTEE OF THE WHOLE BOARD

When the BOARD shall determine to go into COMMITTEE OF THE WHOLE BOARD, the Vice-Chair of the BOARD or other member named by the Chair of the BOARD shall preside.

8.7 Chair Permitted to Speak

The Chair may express an opinion on any main or subsidiary motion on the floor, but in such case the Chair shall leave the chair until the disposition of the main motion.

8.8 **Chair Pro Tem**

If the Chair of a MEETING elects to vacate the chair for any reason, the Chair shall call upon a member who is not the mover or seconder of any motion or subsidiary motion on the table (and preferably though not necessarily a member who has not spoken) to fill the place of the Chair until the main motion is disposed of, in the following sequence:

- 8.8.1 Vice-Chair if that person has not spoken;
- 8.8.2 another member present if that person has not spoken;
- 8.8.3 Vice-Chair even if that person has spoken; or
- 8.8.4 another member present even if that person has spoken.

ARTICLE 9 AGENDA AND ORDER PAPER

9.1 **Delivery of Draft MEETING Agenda to TRUSTEES**

The draft Agenda for every MEETING shall be delivered to each TRUSTEE the Wednesday in advance of such MEETING.

9.2 **Delivery of Draft MEETING Agenda to non-TRUSTEES**

Where a COMMITTEE includes persons who are not TRUSTEES, the draft Agenda for every MEETING that is not closed to the public, and every MEETING of the COMMITTEE of which the person is a member, together with notice or reminder of such MEETING (as the case may be), shall be delivered to each such person the Wednesday in advance of such MEETING.

9.3 **Items on Draft Agenda**

No matter shall be placed on the draft Agenda or Order Paper of a MEETING of the BOARD:

- 9.3.1 unless it is a matter that is referred to the BOARD by a COMMITTEE;
- 9.3.2 unless the STANDING COMMITTEE, STATUTORY COMMITTEE (if applicable) or Special COMMITTEE having cognizance of the matter has delivered its approved or unapproved minutes as prescribed in Article 5 [COMMITTEE Reports by way of Minutes], and a written copy thereof has been delivered to each TRUSTEE not less than the Wednesday before the MEETING;
- 9.3.3 unless it is the report of a COMMITTEE pursuant to Article 5;
- 9.3.4 unless it is a Notice of Motion as prescribed in §9.6 [Notice of Motion for a BOARD MEETING];

- 9.3.5 unless the matter is one for which Notice of Motion has been given at a prior MEETING of the BOARD;
- 9.3.6 unless it is a presentation given with the approval of the BOARD, which approval shall be determined without debate;
- 9.3.7 unless it is a communication for receipt, referral, or both receipt and referral, and a written copy thereof has been delivered to each TRUSTEE not less than the Tuesday before the MEETING;
- 9.3.8 unless it is an inquiry or miscellaneous item as prescribed in §9.13 [Inquiries and Miscellaneous Matters for BOARD MEETINGS];
- 9.3.9 unless with the majority affirmative vote of all TRUSTEES eligible to vote on the matter; or
- 9.3.10 unless it is a matter that, in the opinion of the Director of Education, requires action by the BOARD as a matter of urgency.

9.4 Placement Where Considered by Two or More COMMITTEES

Whenever the same matter has been considered by two or more COMMITTEES, the motions relating thereto shall be placed on the Draft Agenda and Order Paper so that the disposition of all COMMITTEES on the matter may be considered at the same time.

9.5 Placing Matter on Agenda of a COMMITTEE

No matter shall be placed on the draft Agenda or Order Paper of a MEETING of a COMMITTEE unless the matter is within the terms of reference of the COMMITTEE, and unless:

- 9.5.1 it is contained in the approved or unapproved minutes of its Sub-Committee, or is a report of Board officials or the Director of Education or a BOARD representative;
- 9.5.2 the person giving the notice, if not a TRUSTEE, is a member of the COMMITTEE; or
- 9.5.3 the person giving the notice, being a TRUSTEE, has the right to vote at a MEETING of the COMMITTEE with respect to such matter; or
- 9.5.4 it is a presentation or delegation, for receipt, referral, or both receipt and referral, made with the approval of the COMMITTEE, which approval shall be determined without debate; or
- 9.5.5 it is a communication for receipt, referral, or both receipt and referral; or
- 9.5.6 it is an inquiry or miscellaneous item as prescribed in §9.14 [Inquiries and Miscellaneous Matters for COMMITTEE MEETINGS]; or

- 9.5.7 it is placed on the Order Paper upon the affirmative vote of a majority of all members of the COMMITTEE eligible to vote on the matter.

9.6 Notice of Motion for a BOARD MEETING

A TRUSTEE may place a Notice of Motion, regarding any matter with respect to which the TRUSTEE has a right to vote, upon the Draft Agenda and Order Paper of a MEETING of the BOARD; such Notice of Motion:

- 9.6.1 shall be wholly in writing;
- 9.6.2 may be accompanied by an explanatory notice;
- 9.6.3 shall be delivered to the Secretary of the BOARD before the BOARD MEETING;
- 9.6.4 shall, if it does not appear in writing on the Order Paper, be read in full;
- 9.6.5 may be referred by resolution of the BOARD to the appropriate COMMITTEE; and
- 9.6.6 shall not be the subject of any debate or comment at the MEETING at which it is introduced.

9.7 Placing Matter on Agenda of Meeting of a COMMITTEE

A member of a COMMITTEE may place on the Draft Agenda of a MEETING of a COMMITTEE any matter within the terms of reference of such COMMITTEE, and with respect to which the member of a COMMITTEE has a right to vote at a MEETING of the COMMITTEE; notice of such matter:

- 9.7.1 shall be wholly in writing, in the form of a motion to be presented and debated;
- 9.7.2 may be accompanied by an explanatory notice; and
- 9.7.3 shall be delivered to the Secretary of the BOARD the Tuesday before the COMMITTEE MEETING.

Provided that:

- 9.7.4 any matter dealing with recommended changes to policy, program or services shall, if adopted, stand referred to staff for a report and to SEAC, where applicable, prior to submission to the BOARD for consideration; and
- 9.7.5 the staff report, along with any SEAC response, shall be submitted to the appropriate COMMITTEE within fifty (50) DAYS for review prior to submission to the BOARD.

9.8 Order Paper for Regular MEETINGS of the BOARD

Subject to the provisions of §9.4 [Placement Where Considered by Two or More COMMITTEES], §9.11 [Order Paper for MEETINGS from Which the Public is Excluded] and §9.12 [Variation in Order of Business], the order of business for regular MEETINGS of the BOARD that are open to the public shall be as follows:

- 9.8.1 Memorials and Prayer;
- 9.8.2 Roll Call and Apologies;
- 9.8.3 Approval of the Agenda;
- 9.8.4 Announcements;
- 9.8.5 Notices of Motions;
- 9.8.6 Declarations of Interest;
- 9.8.7 Approval and signing of the Minutes of Previous MEETINGS;
- 9.8.8 Presentations, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate COMMITTEE or to Staff, or a motion of both receipt and referral to the appropriate COMMITTEE or to Staff;
- 9.8.9 Delegations, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate COMMITTEE or to Staff, or a motion of both receipt and referral to the appropriate COMMITTEE or to Staff;
- 9.8.10 Consideration of Motions for which previous notice has been given;
- 9.8.11 Unfinished Business from Previous MEETINGS;
- 9.8.12 Review of minutes of MEETINGS of COMMITTEES, and reports of Officials and Representatives of the BOARD, in order of chronological sequence, to determine whether any debate is required of:
 - 9.8.12.1 Category 1 Recommendations contained in minutes and reports,
 - 9.8.12.2 Category 2a matters (information items requiring further action) contained in minutes and reports, or
 - 9.8.12.3 Category 2b matters (for information only) contained in minutes and reports;
- 9.8.13 Approval of Category 1 and Category 2 matters for which no TRUSTEE has requested debate pursuant to §9.8.12;

- 9.8.14 Consideration of Category 1 Recommendations, Category 2a matters and Category 2b matters in respect of which a TRUSTEE has requested debate under §9.8.12;
 - 9.8.15 Matters referred from COMMITTEES;
 - 9.8.16 Reports of Officials Requiring Action of the BOARD which have not been Reviewed by COMMITTEE;
 - 9.8.17 Consideration of Motions which have been approved as part of Category 1 Recommendations from COMMITTEES, but which must be separately adopted;
 - 9.8.18 Listing of communications, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate COMMITTEE or to Staff, or a motion of both receipt and referral to the appropriate COMMITTEE or to Staff;
 - 9.8.19 Inquiries and Miscellaneous, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate COMMITTEE or to Staff, or a motion of both receipt and referral to the appropriate COMMITTEE or to Staff,
 - 9.8.20 Updating of Pending Items List; and
 - 9.8.21 Adjournment.
- 9.9 Deemed Presentation of Minutes

Unless a TRUSTEE otherwise requests prior to the time of the vote to Approve the Agenda, minutes of MEETINGS of COMMITTEES and all reports that are included in the Agenda that becomes the Order Paper by Approval shall be deemed to have been presented to and received by the BOARD.

9.10 Order Paper for Special MEETINGS of the BOARD / COMMITTEES

The provisions of §9.8 [Order Paper for Regular MEETINGS of the BOARD] apply, with necessary variations, to Special MEETINGS of the BOARD, and MEETINGS of COMMITTEES.

9.11 Order Paper for MEETINGS from Which the Public is Excluded

The provisions of §9.8 [Order Paper for Regular MEETINGS of the BOARD] apply, with necessary variations, to the order of business for MEETINGS of COMMITTEES that are not open to the public.

9.12 Variation in Order of Business

Variations in the order of business prescribed in §9.8 [Order Paper for Regular MEETINGS of the BOARD], §9.10 [Order Paper for Special MEETINGS of the BOARD / COMMITTEES] and §9.11 [Order Paper for MEETINGS from Which the Public is

Excluded] shall be permitted with the consent of the majority of TRUSTEES, or members of the COMMITTEE, as the case may be, who are present and eligible to vote, and such consent shall be ascertained without debate.

9.13 Inquiries and Miscellaneous Matters for BOARD MEETINGS

A TRUSTEE may require that a matter be placed on the draft Agenda and the Order Paper of a MEETING of the BOARD at the appropriate place, provided that:

- 9.13.1 the request is made to the Chair of the BOARD before the draft Agenda for the MEETING becomes the Order Paper by approval, and either:
 - 9.13.1.1 the matter is one of sufficient urgency that a delay in consideration may prejudice the interests of the BOARD, and the matter is one with which the BOARD itself must deal, or
 - 9.13.1.2 information is sought to be obtained for immediate or later reply; and
- 9.13.2 when item 9.8.19 "Inquiries and Miscellaneous" is reached on the Order Paper, the matter is identified in sufficient detail to enable the BOARD to determine whether the matter is one of urgency and one with which the BOARD itself must deal, which shall be determined by the affirmative vote of a majority of Trustees present without debate.

9.14 Inquiries and Miscellaneous Matters for COMMITTEE MEETINGS

A MEMBER may require that a matter be placed on the draft Agenda or Order Paper of a COMMITTEE at the appropriate place, provided that:

- 9.14.1 the matter is within the terms of reference of the COMMITTEE;
- 9.14.2 the request is made to the Chair before the draft Agenda for the MEETING becomes the Order Paper by approval, and either:
 - 9.14.2.1 the matter is one of sufficient urgency that a delay in consideration may prejudice the interests of the BOARD and one with which the COMMITTEE itself must deal; or
 - 9.14.2.2 information is sought to be obtained for immediate or later reply; and
- 9.14.3 when item 9.8.19 "Inquiries and Miscellaneous" is reached on the Order Paper, the matter is identified in sufficient detail to enable the COMMITTEE to determine whether the matter is one of urgency and one with which the COMMITTEE itself must deal, which shall be determined by the affirmative vote of a majority of members of the COMMITTEE eligible to vote who are present without debate.

9.15 Reconsideration by the BOARD

Any matter which has been decided upon by the BOARD shall not be debated by the BOARD during the same twelve (12) month period unless by an affirmative vote of the majority of all TRUSTEES of the BOARD entitled to vote thereon, but this shall not preclude the placing on the draft Agenda of:

- 9.15.1 a matter to which the provisions of §9.16 [Reconsideration by a COMMITTEE] apply;
- 9.15.2 a Notice of Motion pursuant to §9.6 [Notice of Motion for a BOARD MEETING].

9.16 Reconsideration by a COMMITTEE

Notwithstanding that the BOARD has not taken the action contemplated in §9.15 [Reconsideration by the BOARD], a matter that is within the terms of reference of a COMMITTEE and which has been decided upon by the BOARD, may be reconsidered by the appropriate COMMITTEE during the same twelve (12) month period upon an affirmative vote to that effect by the majority of members of the COMMITTEE entitled to vote thereon.

ARTICLE 10 MOTIONS

10.1 When Must Be Moved and Seconded

All motions at all MEETINGS must be moved and seconded before being accepted by the Chair.

10.2 Debatable Motions to be in Writing

Unless with the prior consent of the MEETING members, which shall be ascertained without debate, all debatable motions must be in writing except:

- 10.2.1 where a date, time, single figure or single word is to be added;
- 10.2.2 where one or more words are to be deleted but without substitution;
- 10.2.3 motions to
 - 10.2.3.1 adjourn;
 - 10.2.3.2 fix the time of adjournment;
 - 10.2.3.3 take a recess;
 - 10.2.3.4 limit or extend limits of debate;
 - 10.2.3.5 previous question (call the question);

10.2.3.6 receipt and/or referral;

10.2.3.7 to hear delegations;

10.2.3.8 adoption of the minutes of the previous meeting; and/or

10.2.3.9 hear inquiries and miscellaneous;

10.2.4 a simple referral without instructions.

10.3 Subsidiary Motions re: Notice of Motion

Except in the case of a Notice of Motion intended to be an Amendment to the By-laws as contemplated in Article 16, an amending motion, or motion to defer consideration to a subsequent MEETING, or a motion to lay on the table, may not be applied to a motion in respect of which Notice of Motion has been previously given, except with the consent of the TRUSTEE who gave such Notice of Motion.

10.4 Precedence of Motions

A motion to resolve into COMMITTEE OF THE WHOLE BOARD IN CAMERA shall be an undebatable motion having a priority lower than other undebatable motions but higher than all debatable motions.

10.5 Motion of Receipt Not Approval

A motion to receive or hear a delegation or presentation, or a motion to receive a communication or other matter shall not be construed as constituting the approval of the BOARD.

10.6 Motions to Call the Question

An equal number of speakers, where available, shall be permitted to speak on two or more points of view on a motion before the question is called; and for this purpose, the Chair shall attempt to ascertain if there is more than one point of view represented at the table. A motion to Call the Question is in order at the COMMITTEE level.

10.7 Motions "Arising-Out-Of"

On the declaration by the Chair of the result of a vote, and prior to the Chair moving to the next item of business, a TRUSTEE may rise to provide the assembly with pertinent information or to seek clarification on the same or similar subject matter. Motions "arising-out-of" shall be limited to those of receipt and/or referral.

ARTICLE 11 PROTOCOL FOR DEBATE

11.1 Address of the Chair

As much as possible, the Chair of any MEETING shall be addressed in accordance with the preferences of the person occupying the position.

11.2 TRUSTEE to Await Recognition

When any TRUSTEE wishes to speak in debate, the TRUSTEE shall raise a hand and await recognition by the Chair.

11.3 Conduct of TRUSTEE in Debate

After recognition by the Chair, a TRUSTEE shall at all times during debate:

- 11.3.1 maintain a courteous tone;
- 11.3.2 avoid personalities;
- 11.3.3 avoid allusion to motives of other TRUSTEES;
- 11.3.4 address all debate, remarks, questions and the like to the Chair; and
- 11.3.5 confine all remarks, questions and the like to the motion which is the subject of debate.

11.4 Time Limit on Speakers

No member shall speak, more than once nor longer than five (5) minutes on the same motion without the leave of the meeting, except that the mover of the main motion may, subject to the provisions of §10.6 [Motions to Call the Question] and §11.5 [Time Limit on Debate], have an additional three (3) minutes to reply;

- 11.4.1 provided, however, that a member's time limit shall not include time expended in staff responses and/or procedural discussions;
- 11.4.2 provided further that at MEETINGS of COMMITTEES, a member may speak a subsequent time if all other members who wish to do so have been given the opportunity to speak.

11.5 Time Limit on Debate

Subject to the provisions of §11.7 [When Time Limit Not to Apply], no main motion, including subsidiary motions (if any) that are applied to it, and points of information and answers related to any such main or subsidiary motions (if any), shall be debated for longer than thirty (30) minutes after it has been put, seconded, and accepted by the Chair of the BOARD;

11.5.1 provided, however, that upon a motion (which shall not be debatable) passed by the BOARD, such time limit may be extended for not more than a further fifteen (15) minutes;

11.5.2 provided further that, although there may be only one fifteen (15) minute extension in effect at any time, there shall be no limit on the number of times that successive motions may be made to extend such time limit.

11.6 Procedure When Time Limit Expires

In the event that a matter has not been disposed of at a meeting within the time limited by §11.5 [Time Limit on Debate], then, notwithstanding anything in the Bylaws, the Chair of the BOARD shall call for a motion to call the question; and if such a motion:

11.6.1 is not made, or

11.6.2 if made, is not seconded, or

11.6.3 if made and seconded, is not passed,

the matter shall stand referred back to the appropriate COMMITTEE; and for the purpose of this §11.6 [Procedure When Time Limit Expires], the Chair of the BOARD shall have the power to interrupt a speaker.

11.7 When Time Limit Not to Apply

The provisions of §11.5 [Time Limit on Debate] and §11.6 [Procedure When Time Limit Expires] shall not apply:

11.7.1 in the case of a Special MEETING of the BOARD, or

11.7.2 whenever there is a conflict between the time limit described in §11.5 and the time limit expressed in a motion adopted by the BOARD to limit the time for debate on a matter or group of matters.

11.8 Interruption of Speaker by Another TRUSTEE

No TRUSTEE who does not have the floor shall interrupt a TRUSTEE who does have the floor except:

11.8.1 on a point of order;

11.8.2 on a question of privilege;

11.8.3 to request permission to withdraw a motion;

11.8.4 to appeal a ruling of the chair;

11.8.5 on a motion to extend the time limit;

and in the event that a TRUSTEE interrupts a speaker pursuant to the authority given in this section, the TRUSTEE shall confine all remarks to the particular point.

11.9 Point of Information

A TRUSTEE may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the MEMBER then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.

11.10 Motion May Be Read

Any MEMBER may require a question under discussion to be read at any time in the debate, but not so as to interrupt any TRUSTEE while speaking.

11.11 Rulings of the Chair

Whenever the Chair is called upon to decide a point of order or procedure, the Chair shall, before deciding, state the rule applicable to the case, without comment, and the ruling of the Chair shall, subject to the right of appeal provided in §11.12 [Challenges to Rulings of the Chair], be final and binding.

11.12 Challenges to Rulings of the Chair

Any person entitled to vote on the main motion on the floor may move a motion appealing any ruling of the Chair on a point of order or procedure; such a motion must be seconded and may not be amended; the vote on such motion shall be taken without debate, and the result shall be final and binding.

11.13 Application to Student TRUSTEE(S)

The provisions of this Article 11 apply with necessary variations to the Student TRUSTEE(S).

ARTICLE 12 VOTING

12.1 Voting Public

Every vote shall be so conducted that the Chair and all other persons present may observe how each person votes.

12.2 Voting

Every MEMBER present, including the chair, but excluding those that have declared an interest as required by the *Municipal Conflict of Interest Act*, shall vote on all questions on which the TRUSTEE is entitled to vote.

12.3 TRUSTEE Must Be Present

Only TRUSTEES present in person or electronically at the MEETING when a vote is taken shall have the right to vote.

12.4 Affirmative Vote Required

Except as otherwise provided in the EDUCATION ACT or in these By-laws, an affirmative vote shall require a majority of the votes of the TRUSTEES present and entitled to vote.

12.5 Minimum Number

Any matter on which there are less than two TRUSTEES eligible to vote at a COMMITTEE MEETING shall stand referred to the BOARD, with the exception of any matter of the Suspension Appeal Committee or Expulsion Committee of the Board.

12.6 Methods of Voting

Subject to §12.7 [Method to be Used], every matter considered by the BOARD or a COMMITTEE shall be disposed of by a vote of all TRUSTEES, in one of the following ways (preference being given in the following sequence):

- 12.6.1 by general (or unanimous) consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
- 12.6.2 by show of hands, in which each TRUSTEE raises the TRUSTEE'S own hand 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;
- 12.6.3 by rising, in which each TRUSTEE 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;
- 12.6.4 by recorded vote, in which each TRUSTEE stands in place 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 Chair has called the name of each TRUSTEE as voting, respectively, in the affirmative, or in the negative, or, in the case of selection from three or more alternatives, as voting in succession for one of the alternatives; or
- 12.6.5 by ballot, which shall be used only at the Inaugural and Annual Meetings for the elections prescribed in Article 2 [INAUGURAL MEETING, Regular Meeting Following].

12.7 Method to be Used

Although the method requested by any TRUSTEE should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- 12.7.1 determination by general (or unanimous) consent shall be used at all MEETINGS but only when no TRUSTEE objects or requests another method;
- 12.7.2 notwithstanding that a show of hands vote has been called for and has been taken, on the request of any MEMBER (including the Chair), a rising vote shall be taken whenever there is any doubt as to the accuracy of the count on the show of hands; and
- 12.7.3 a recorded vote may only be used at a MEETING of the BOARD or MEETINGS of COMMITTEES upon the request of not less than three TRUSTEES entitled to vote on the matter, provided that the request is made before the vote is called.

12.8 Vote Lost on Equality

Any motion on which there is an equality of votes is lost.

12.9 Declaration of Result

The Chair shall declare the result of all votes.

12.10 Recording TRUSTEE'S Vote

The vote of a MEMBER on any question may be recorded upon the request of the MEMBER at the time of the vote, and in any event, not later than immediately following the declaration of the result of the vote.

12.11 Division of the Question

At the request of any TRUSTEE made before a vote is called by the Chair, any multiple-part motion shall be divided and voted upon as if each part were a separate motion;

provided that each individual part must be capable of independent implementation, regardless of whether the other part or parts are adopted.

ARTICLE 13 OFFICERS & OFFICIALS

13.1 Officers Named

The officers of the BOARD shall be:

- 13.1.1 the Chair of the BOARD;
- 13.1.2 the Vice-Chair of the BOARD;
- 13.1.3 the Director of Education, Secretary and Treasurer; and
- 13.1.4 the Superintendent of Business and Chief Financial Officer;

13.2 Duties of Officers of the BOARD

The officers of the BOARD, shall fulfil the statutory duties of the office and any other duties assigned by the BOARD.

13.3 Acting Director of Education

In the absence of the Director of Education, the Supervisory Officer delegated authority by the Director of Education shall be the Acting Director of Education.

13.4 Duties of SENIOR STAFF and other BOARD Employees

SENIOR STAFF and other persons employed or retained by the BOARD shall have such duties as may be assigned to them by law, contract, the By-laws of the BOARD or the Director of Education.

13.5 Chair of the BOARD as Spokesperson

The Chair of the BOARD is empowered to issue statements to the public media or communicate with outside agencies on behalf of the BOARD;

13.5.1 provided however that when there is doubt as to the interpretation of policy, or no established policy, the Chair of the BOARD shall seek direction from the BOARD regarding the substance and manner in which the matter is expressed.

13.5.2 provided however that, when communicating with parents, students, or ratepayers of a particular TRUSTEE ward(s), the Chair of the BOARD shall consult with the local TRUSTEE(S).

13.6 The Board of Trustees

The BOARD of Trustees shall fulfill all statutory duties as prescribed.

13.7 Trustees

Trustees shall fulfil the statutory duties of the office and any other duties assigned by the BOARD.

ARTICLE 14 EXECUTION OF DOCUMENTS

14.1 BOARD Seal

The Seal in the form affixed in the margin hereof shall be the Corporate Seal of the BOARD.

14.2 Affixing BOARD Seal

The Seal of the BOARD shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

14.3 Seal Register

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

14.4 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the BOARD shall be sealed with the seal of the BOARD and signed by one of:

14.4.1 the Chair of the BOARD;

14.4.2 the Vice-Chair of the BOARD;

together with one of:

14.4.3 the Secretary;

14.4.4 the Treasurer; or

14.4.5 the Superintendent of Business.

14.5 Minutes OF BOARD MEETINGS

The Chair of the BOARD or other presiding member and the Secretary shall sign the minutes of all BOARD MEETINGS.

14.6 Minutes of COMMITTEE MEETINGS

The Chair of a COMMITTEE and the secretary of the COMMITTEE shall sign the minutes of all MEETINGS of COMMITTEES.

14.7 By-laws

Every by-law, upon adoption, shall be signed by the Chair of the BOARD or the Chair of the MEETING at which it is adopted, and by the Secretary.

14.8 Certification of Documents

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair of the BOARD and the Secretary, and the seal shall be affixed thereto.

14.9 **Execution not under Seal**

Documents covering matters not required to be executed under the corporate seal of the BOARD, may be signed by the Secretary of the BOARD.

ARTICLE 15 AMENDMENTS TO BY-LAWS

15.1 **Amendment after Notice**

By-laws of the BOARD may be amended from time to time at a MEETING of the BOARD (such MEETING hereinafter referred to as the "later meeting") upon the affirmative vote of the majority of all TRUSTEES provided:

- 15.1.1 written notice of motion proposing the amendment shall have been given at a regular meeting held prior to the later meeting;
- 15.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion;
- 15.1.3 the appropriate COMMITTEE shall have considered and shall have recommended the enacting of the proposed amendment, with or without variation; and
- 15.1.4 the text of the amendment as so enacted is substantially the same as either the text set out in the notice of motion or the text as recommended by the appropriate COMMITTEE.

15.2 **Amendment without Notice**

At any time, the By-laws may be amended without notice upon the unanimous vote of all TRUSTEES.

ARTICLE 16 REPEAL OF PRIOR BY-LAWS

16.1 **Repeal of Prior By-laws**

Subject to the provisions of §17.2 [Exception] and §17.3 [Proviso] hereof, all prior by-laws, resolutions and other enactments of the BOARD heretofore enacted or made are repealed.

16.2 **Exception**

The provisions of §17.1 [Repeal of Prior By-laws] shall not extend to any by-law or resolution heretofore enacted for the purpose of providing to the BOARD the power or authority to borrow.

16.3 Proviso

The repeal of prior by-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law, resolution or other enactment.

ARTICLE 17 EFFECTIVE DATE

17.1 Effective Date of By-law

This By-law shall come into force on the first day of the month following the adoption of this By-law by the Board.



Durham Catholic District School Board

COMMISSIONING OF CATHOLIC TRUSTEES

Bishop
or designate

I invite the members of the Board-elect to come forward.

[The Director of Education hands one white candle to each member-elect of the Board. The Bishop or designate invites each member-elect to light his/her candle from the Christ candle.]

Bishop
or designate

Let us pray

Risen Jesus, loving God, bestow your gifts of wisdom and insight upon the members-elect of the Durham Catholic District School Board. May you be a guiding light and a source of strength as they continue to strengthen your reign on earth through Catholic education.

Loving God, bestow your gifts on each member-elect as each one continues to work in partnership with staff in the cause of Catholic Education.

[Blesses each of the members-elect]

Bishop
or designate

Let us pray

Risen Jesus, loving God, bestow your gifts of wisdom and insight upon our brothers and sisters called in the service of Catholic education in Durham. May their service be rendered through the power of the Gospel in a spirit of joyful hope and self-giving.

Bishop
or designate

[To all elected Members of the Board]

Will you now renew your personal commitment to strive to live according to the Gospel of Jesus Christ and to live this Gospel in union with your brothers and sisters in the community of the Catholic Church?

Board
Member-elect

With the help of God's grace and the support of each other, I renew my commitment.

COMMISSIONING OF CATHOLIC TRUSTEES

-2-

Bishop or designate	Will you respect and honour the confidence placed in you by Catholic parents and guardians by making a conscientious effort to promote Catholic values in the Catholic schools of Durham?
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Board Member-elect	I will.
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Bishop or designate	Will you strive to hold as sacred the dignity and the rights of students, parents, staff and members of the Board?
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Board Member-elect	I will.
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Bishop or designate	As people in whom parents and guardians have placed their trust for the advancement of Catholic education in the Durham Catholic District School Board, will you provide leadership and assistance to those who seek to fulfill their responsibilities as Catholic educators?
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Board Member-elect	I will.
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Bishop or designate	Will you strive to work together in a spirit of co-operation, mutual respect and charity as a member of the Durham Catholic District School Board?
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Board Member-elect	I will.
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Bishop or designate	<p>My dear sisters and brothers in Christ, each of you, through your Baptism, share in the Church's effort to transmit the teachings of Christ. Your declared desire to work together with the Catholic community in Durham will help to ensure the continuation of the Catholic education system of Ontario.</p> <p>May the Lord bless you and your family without whose support you could not meet your many and varied responsibilities.</p>
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In the name of the Father, and of the Son and of the Holy Spirit

Board Member-Elect	Amen
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[Extinguish candles]



Durham Catholic District School Board

RITE OF RENEWAL OF TRUSTEES

Bishop or designate	Ladies and gentlemen, will you reaffirm your personal commitment to strive to live according to the Gospel of Jesus Christ and to live this Gospel in union with your brothers and sisters in the community of the Catholic Church?
Board Member–elect	With the help of God’s grace and the support of each other, we reaffirm our commitment.
Bishop or designate	Will you respect and honour the confidence placed in you by parents and electors through a conscientious effort to promote Christian values in our schools?
Board Member–elect	We will.
Bishop or designate	Will you show leadership in helping the children in our schools come to a knowledge of the love of God in their lives?
Board Member–elect	We will.
Bishop or designate	As people in whom parents and electors have placed their trust for the formal education of our children, will you provide both leadership and assistance as we all strive to fulfill our responsibilities?
Board Member–elect	We will.
Bishop or designate	Will you attempt to work together in a spirit of co–operation, mutual respect and charity as trustees of Catholic Education in your own community?
Board Member–elect	We will.

RITE OF RENEWAL OF TRUSTEES

-2-

Bishop or designate	On behalf of myself and the priests in Durham Region, I pledge you our support and pray that you will exercise your responsibilities with wisdom and grace.
Board Member-elect	Amen.
Bishop or designate	May God look upon you with kindness and give you His grace.
Board Member-elect	Amen.
Bishop or designate	May Almighty God Bless You, in the name of the Father, the Son and the Holy Spirit.
Board Member-elect	Amen.



Trustee Vacancy Voting Procedure

1. Each candidate is given 5 minutes to present to the Board of Trustees the reason(s) why he or she should be selected to fill the vacant trustee position.
2. The order of speeches will be determined by each candidate drawing a number.
3. After the speeches, the trustees may have discussion.
4. Voting shall take place during the Open Session of a Board Meeting, and as follows:
 - a. Each trustee will vote for the candidate whom they wish to select on a ballot which shall be distributed at the meeting.
 - b. The Presiding Officer will appoint two returning officers to distribute and count the ballots.
 - c. The candidate(s) with the majority of the trustees' vote will be selected as the new trustee. For example, if all trustees are present during the meeting, the successful candidate must have a minimum of four (4) votes in order to fill the vacancy.
 - d. If after the first round of voting, no candidate receives the majority of votes, the process is repeated.
 - e. In the event that no candidate receives the majority of votes during the first round of voting:
 - i. Those with no votes are eliminated.
 - ii. Those with at least one (1) vote moves forward into the next round of voting. For greater clarity, any candidate with one (1), two (2) or (3) votes moves into the next round of voting and all other candidates are eliminated.
 - iii. This process is repeated until we have one candidate with at least 4 votes.
 - f. For subsequent rounds of voting, trustees will continue to vote in favour of the candidate of their preference. However, in each round of voting, the candidate(s) with the least amount of votes will be eliminated as follows:
 - i. Those with no votes are eliminated.
 - ii. If there is a tie amongst the candidates with the least amount of votes, the trustees shall vote to eliminate one of those candidates with the least votes.
 - iii. If the tie cannot be broken, the candidates with the least amount of votes shall be eliminated by the drawing of lots. The candidate who draws the shortest lot is eliminated.
5. In each round of voting, after the ballots have been counted, both the vote count and how each trustee voted shall be announced the Presiding Officer of the meeting.
6. The Presiding Officer will announce the name of the successful candidate.



Durham Catholic District School Board

Trustee Code of Conduct

Our Mission

The Durham Catholic District School Board (the "Board"), as a follower of Jesus, is a Catholic Learning Community committed to educating students to contribute their God-given talents in service to others.

Catholic Faith, Community and Culture

Each Durham Catholic District School Board Trustee ("Trustee") as an extension of the Church's ministry shall, within the duties prescribed in the Education Act, Regulations and other applicable statutes:

- i. recognize and affirm that Catholic schools are an expression of Catholic Church teachings;
- ii. model in word and deed their commitment to the teachings of the Church;
- iii. provide a Catholic education consistent with programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- iv. defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- v. respect the confidentiality of the Board;
- vi. conduct the affairs of the Board are conducted with a spirit of collaboration, openness, justice and compassion;
- vii. commit to improve personal knowledge of current Catholic educational research and practices subject to Board policy;
- viii. affirm the development of Christian Catholic Community; and
- ix. provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education.

Integrity and Dignity of Office

Holding positions of public trust and confidence Trustees shall:

- i. discharge their duties and responsibilities professionally, ethically and in a manner that is consistent with Gospel Values, the teachings of the Catholic church, the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act and Regulations, the Municipal Conflict of Interest Act, the Board's By-Laws, Policies and any other applicable statutes;
- ii. act in the best interests of the public they serve and at all times represent the interest of all rate-payers and stakeholders of the Board;
- iii. commit to excellence in Catholic education by promoting student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the Board's resources;
- iv. provide strategic direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement

- v. and well-being of all students;
- vi. advocate, inform and influence public perceptions and provincial education law and policy within the scope of their duties and responsibilities;
- vii. engage within the community to build understanding, guidance and active support for publicly funded Catholic education.

Civil Behaviour

Sharing in the responsibility to create a positive environment that is safe, harmonious, comfortable, inclusive and respectful Trustees shall:

- i. act with decorum and be respectful of other trustees, the Director of Education, staff, all members of the Durham Catholic School Board community and the public;
- ii. serve as role models of exemplary behavior reflective of the values articulated in the Ontario Catholic School Graduate Expectations including but not limited to,
 - respecting all applicable federal, provincial and municipal laws,
 - demonstrating honesty and integrity, respecting differences in people, their ideas, and their opinions, treating one another with dignity and respect at all times, and especially when there is disagreement,
 - respecting and treating others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability and
 - expecting the rights of others;
- iii. be prepared for meetings, avoiding at all times unnecessary disruptions and refrain from engaging in conduct that contributes to a tone of sarcasm or denigration;
- iv. adhere to the Acceptable Use Policy with respect to on-line communications and demonstrate professionalism in their communication with stakeholders and other community members;
- v. comply with all policies of the board ;
- vi. notwithstanding the right of individual trustees to disagree with a decision of the Board, a Trustee shall uphold Board resolutions and decisions and at all times refrain from making disparaging or offensive remarks.

Complying with Legislation

Required subject to Resolution to act on behalf of the Board, individual trustees shall:

- i. refrain from acting on behalf of the Board or convey representing the Board or its interests;

- ii. have a basic understanding of all applicable statutes, policies and procedures with respect to their duties and role and shall comply with the duties of Board members including but not limited to those set out in section 218.1 of the Education Act which state that:

A member of a board shall,

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;*
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;*
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);*
- (d) use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;*
- (e) uphold the implementation of any board resolution after it is passed by the board;*
- (f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;*
- (g) maintain focus on student achievement and well-being through the development of policies; and*
- (h) comply with the Board's code of conduct.*

Upholding Decisions

Understanding their role as a corporate body and the expectation that as such they may deliberate with many voices but must act as one, Trustees shall:

- i. accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- ii. uphold the implementation of any Board resolution after it is passed by the Board;
- iii. comply with Board policies and procedures; and
- iv. refrain from speaking on behalf of the Board unless authorized to do so.

Avoidance of Personal Advantage and Conflict of Interest

Expected to comply with the provisions of the Municipal Conflict of Interest Act, which requires that Trustees declare and disclose the general nature of their interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision Trustees shall:

- i. abstain from voting on or discuss matters in which they have a direct or indirect pecuniary interest in respect of a parent, spouse or child as referenced in Section 3(1) of the Act .

For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse...or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.” Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board. Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- *prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;*

- *not take part in the discussion of, or vote on any question in respect of the matter;*
- *not discuss the issue with any other person;*
- *not attempt in any way whether before, during or after the meeting to influence the voting on such question; and*
- *leave the meeting or the part of the meeting during which the matter is under consideration.*

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above. When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will not only comply with the requirements of the Municipal Conflict of Interest Act, but also avoid conflicts of interest as defined by this Code of Conduct.

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent. No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate.

Every Trustee shall uphold and enhance all Board business operations by:
 maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
 fostering the highest standard of professional competence amongst those for whom they are responsible;
 complying with and being seen to comply the letter and spirit of the laws of Canada and the Province of Ontario, contractual obligations applicable to the Board; and rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate;
 not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest. All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees.

Lobbying

In the interest of fair and transparent procurement practices and in compliance with the Public Sector obligation to operate within the scope of expected standards Trustees shall:

- ii. report any inquiries or communications for the purpose of influencing the procurement of goods and services and the awarding of contracts to the Director of Education.
- iii. refrain from communicating with anyone during a procurement process and abstain from exercising their influence to gain or advance the interests of any individual or group during such a process.

Respect for Confidentiality

Recognizing that respecting confidentiality is an expectation of every Trustee, each Trustee shall abide by the confidentiality agreement attached as Appendix A of this trustee Code of Conduct.

Board Resources

Trustee shall not use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada). All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

Enforcement of Code of Conduct and the Municipal Conflict of Interest Act

In accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct by a Trustee may be dealt by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board through the Committee of the Whole. If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach. If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the Trustee in accordance with Board Policy and Procedures
- (b) Bar the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- (c) Bar the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public. In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

Despite subsection 207(1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

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

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- (f) Make a determination that a Trustee has breached this Code of Conduct.
- (g) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- (h) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- (i) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedure Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest Act from being dealt with in accordance with that Act. A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

Confidentiality Agreement

I _____, Trustee of the Durham Catholic District School Board for
 _____ understand that, as part my duties as a Trustee that:

I may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they I may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

I further understand that except as required by law, I agree not to use, directly or indirectly, for my benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to me, and recognize that such inappropriate use of confidential information for personal benefit or disclosed to others may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada).

I will respect the confidentiality of personal/educational student and family information received in the course of my duties. I further understand that Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the Education Act and Municipal Freedom of Information and Protection of Privacy Act, I agree not to use or disclose the personal and/or educational information of students and their families and the personal and/or employment information of Board employees and their families that may come to my attention as a Trustee.

I further understand and acknowledge that my Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives my term as Trustee.

 Trustee Signature

 Date

 Witness

 Date

DURHAM CATHOLIC DISTRICT SCHOOL BOARD

GENERAL WORKING BY-LAW NUMBER 2014

Revised June 2016

ATTACHMENTS

1. Board Governance Role Descriptions
2. Mandates and Terms of Reference:
 - I. Terms of Reference of the Audit Committee
 - II. Terms of Reference of the Finance Committee
 - III. Mandate of the Expulsion Hearing Committee
 - IV. Mandate of Suspension Appeal Committee
 - V. Terms of Reference of the General Working By-Law Committee
 - VI. Mandate and Terms of Reference of the Outstanding Home/School Communication Award Committee
 - VII. Mandate and Terms of Reference of the Trustees' Youth Award Committee
 - VIII. Mandate and Terms of Reference of the Board Award of Merit Committee



DURHAM CATHOLIC DISTRICT SCHOOL BOARD

Catholic Education: Learning & Living in Faith

Board Governance Role Descriptions

Duties of the Board of Trustees

In accordance with and in addition to any duties under the *Education Act* (“Act”) and the Board’s Working By Law, the Board of Trustees shall:

- promote student achievement and well-being, a positive school climate inclusive and accepting of all students, the prevention of bullying;
- effectively use and ensure effective stewardship of the resources entrusted to it for the purposes of delivering effective and appropriate education;
- deliver effective and appropriate education programs to its pupils;
- develop and maintain policies and organizational structures that,
 - promote student achievement and wellbeing;
 - effectively use and ensure effective stewardship of the resources entrusted to it for the purpose of delivering effective and appropriate education;
 - deliver effective and appropriate education programs to its pupils; and
 - encourage pupils to pursue their educational goals;
- use school climate survey data collected to monitor and evaluate bullying prevention policies and inclusive and accepting school policies;
- monitor and evaluate the effectiveness of policies developed by the Board of Trustees in achieving its goals and the efficiency of the implementation of its policies;
- develop and communicate to staff and the school community a multi-year plan (the “Multi-Year Plan”) for three or more school years aimed at achieving the Board’s goals and responding to its duties as set out in the Act;
- ensure that the Multi-Year Plan includes measures respecting the allocation of resources to improve student outcomes that fall below outcomes specified in Regulations under the Act;
- annually review the Multi-Year Plan with the Director;
- have responsibility for hiring of the Director and shall ensure that the employment contract with the Director includes a conflict resolution mechanism for dealing with any potential conflict between the Director and the Board of Trustees;
- monitor and evaluate the performance of the Director, in meeting his or her duties under the Act or any policy, guideline or regulation made under the Act, including duties referred to in the Multi-Year Plan and any other duties assigned by the Board of Trustees;

- manage the resources entrusted to it in a manner that upholds public confidence;
- ensure sufficient policies are in place to comply with the Board's duties identified in section 170(1) of the Act; and
- appoint a treasurer, take proper security from the treasurer and give necessary orders to ensure payment of all money expended for school purposes and of such other expenses for promoting the interests of the schools under the jurisdiction of the Board in accordance with the Act, Regulations and policies of the Board.

Duties of Individual Trustees

In accordance with and in addition to any duties under the Act and the Board's Working By-Law, each Trustee shall:

- carry out his or her responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under the Act, the Regulations and the Guidelines issued under the Act;
- attend and participate in meetings of the Board of Trustees, including meetings of Committees of which he or she is a member;
- consult and communicate with parents, students and supporters of the board on the Board's Multi-Year Plan;
- bring concerns of parents, students and supporters of the DCDSB to the attention of the Board of Trustees;
- uphold the implementation of any Board of Trustees resolution after it is passed by the Board of Trustees;
- entrust the day to day management of the DCDSB to its staff through the Director;
- maintain focus on student achievement and well-being; and
- comply with the Board of Trustees' Code of Conduct.

Duties of the Chair of the Board

The Chair of the Board, in accordance with and in addition to those duties under the Act and the Working By-Law of the Board, shall:

- preside at all meetings of the Board and conduct them according to the Working By-Law of the Board, including calling special meetings of the Board, if necessary;
- be the spokesperson for the Board as set out in the Working By-Law of the Board;
- establish agendas for Board meetings, in consultation with the Board's Director of Education and in accordance with the Working By-Law of the Board;
- ensure that members of the Board have information needed to make decisions on agenda items and in accordance with the Working By-Law of the Board;
- convey the decisions of the Board to the Board's Director of Education;

- provide leadership to the Board in maintaining the Board's focus with emphasis on the Board's mission and vision, student achievement and on the Multi-Year Plan; and
- perform such other duties as may be prescribed by the Board from time to time;

Duties of the Vice-Chair of the Board

The Vice-Chair of the Board, in accordance with and in addition to those duties under the Act and the Working By-Law of the Board, shall:

- preside at meetings of the Committee of the Whole Board;
- in the absence of the Chair of the Board, or in the event of the inability of the Chair of the Board to act, assume any or all of the duties of the Chair of the Board, except those which are precluded by law, by-law or regulation; and
- perform such other duties as may be prescribed by the Board.

Duties of the Secretary

The Secretary, in accordance with and in addition to those duties under the Act and the Working By-Law of the Board, shall:

- attend in person all meetings of the Board and, in person or by delegated representative, meetings of all Committees;
- keep full and correct minutes of all meetings and, when confirmed, ensure they are signed by the Chair, or other presiding member as appropriate;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board and transmit to the Ministry of Education any reports requested;
- receive and pass on to the Board or the relevant Committee all correspondence, petitions and reports of other officials;
- prepare, in consultation with the appropriate Chair, the draft agenda of all Board and Committee meetings and give notice of all meetings of the Board or Committees of the Board, and call a special meeting of the Board where requested by a majority of the Board;
- maintain an up-to-date policy register;
- have charge of all correspondence, reports and other documents; and
- perform such other duties as may be prescribed by the Board from time to time.

Duties of the Treasurer

The Treasurer, in accordance with and in addition to those duties under the Act and the Working By-Law of the Board, shall:

- receive and account for all money of the Board, ensure appropriate accounts are opened and maintained, deposit and disburse money as directed by the Board;
- submit to the Board annually, and monthly, a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance and fidelity bonds expiring during such year with recommendations for renewal;
- report to the Board from time to time and as requested by the Board on all financial matters;
- perform such other duties as may be prescribed by the Board from time.

Duties of the Director of Education

The Director of Education, in accordance with and in addition to those duties under the Act and the Working By-Law of the Board, shall:

- within the policies of the Board, develop and maintain an effective organisation and programs required;
- make recommendations to the Board on all matters relating to the conditions of school buildings, facilities, and supplies and all matters that affect the progress, health and safety of the pupils;
- implement, review annually with the Board and monitor and periodically report to the Board on the implementation of the Multi-Year Plan;
- ensure the Multi-Year Plan establishes the Board's priorities and identifies specific measures and resources to achieve priorities and duties under the Act;
- ensure the effective implementation of the Board's policies;
- ensure the Multi-Year Plan effectively identifies priorities, resources and measures to support student achievement;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- immediately upon discovery bring to the attention of the Board any act or omission by the Board that is in, or may result in, a contravention of the Act, a policy, a Ministry Guideline, or Regulation under the Act;

- report any act or omission of the Board resulting in a contravention of the Act, the Regulations under the Act, Ministry Guidelines or a policy that the Board fails to respond to when brought to its attention;
- act as Secretary to the Board;
- ensure the proper performance of the duties assigned to Supervisory Officers;
- ensure the provision of instruction and accommodation for all resident pupils, including full-day kindergarten, and the provision of special education supports and services and, subject to the payment of fees, extended day programs;
- ensure the provision of professional development for staff including bullying prevention;
- ensure the proper care and condition of school buildings, premises, equipment and furniture;
- ensure schools are open for the school year and conducted in accordance with the Act;
- appoint principals, teachers and early childhood educators for each school of the Board;
- make provision for adequate insurance and text books;
- make appropriate and necessary reports to the Ministry of Education and Ontario College of Teachers as required by the Act;
- establish a school council for each school;
- ensure the activities of the Board are conducted in accordance with the Act and Regulations, Ministry Policies and Guidelines; and
- perform such other duties as may be prescribed by the Board from time to time.



Durham Catholic District School Board

Terms of Reference Of the Audit Committee

MANDATE

The Audit Committee is a statutory committee composed in accordance with and responsible for the duties assigned pursuant to Ontario Regulation 361/10 *Audit Committees* pursuant to the *Education Act*, as amended.

The Audit Committee shall review the Board's financial reporting process, the Board's internal controls and the processes and findings of the Board's internal auditor in addition to and in accordance with the specific requirements identified in Ont. Reg. 361/10.

COMMITTEE MEMBERSHIP

Committee membership shall be selected in accordance with Ont. Reg. 361/10 and consist of no fewer than five members, including three (3) Trustees, as appointed by the Chair of the Board, and two (2) independent committee members as appointed by the Board's selection committee.ⁱ All members must be independent of management and without conflict with the Board for their entire term.

The Audit Committee trustee members shall have a term of four (4) years and the independent committee members shall have a term of three (3) years, and shall be subject to reappointment in accordance with Ont. Reg. 361/10.

MEETING DATES, TIME AND LOCATION

The Audit Committee shall meet a minimum of three (3) times per year, including on or before September 30 and prior to the Board meeting at which the Audited Financial Statements will be presented for Board approval. All other meetings will occur as required at the call of the Chair of the Audit Committee.

The Audit Committee shall not have quorum unless a majority of members of the Audit Committee are present including at least one independent committee member.

The Audit Committee shall meet publicly, unless in the opinion of the Committee and external auditor a determination is made that there are matters that should be discussed in private.

RESOURCE PERSONS

Director of Education and Superintendent of Business and Chief Financial Officer

TERMS OF REFERENCE

1. A Chairman and Vice-Chairman will be elected at its first meeting.
2. Meetings will be held in accordance with the Board's approved General Working By-Law and Code of Conduct.ⁱⁱ Each member of the Audit Committee shall have one vote. In the event of a tie vote the Chair is entitled to cast a second vote.
3. To assist the Board of Trustees in overseeing and objectively assessing the performance of the board, its management and its auditors and specific responsibilities.

Durham Catholic District School Board



Terms of Reference Of the Audit Committee

4. Oversight of the annual external audit engagement including making recommendation to the Board regarding the appointment of auditors, terms of engagement, fees and proposed audited scope and approach and any non-audit services provided, including coordination of audit effort with internal audit.
5. Review the performance of the external auditor, and make recommendations to the Board on the appointment or discharge of the external auditor. On an as needed basis, meet separately with the external auditor to discuss any matters that the Committee or auditor believe should be discussed privately.
6. Review of the annual external audit plan with the auditors and management. Review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal auditors and the responses of the board's staff to those findings and recommendations. Provide direction and oversight to the external auditors regarding the scope and reporting of any special engagements as deemed appropriate by the Board of Trustees. Provide recommendations to the Board regarding actions to be taken pursuant to the Auditors' findings and recommendations and monitor managements' implementation of any subsequent Board directed actions
7. Review of the annual external audit results with the auditors and management. Review of the Auditors' Report to Board including, but not limited to, the following: Auditors' Report on the Financial Statements; Auditors' Report to Management; and Managements' Representation Letter to the Auditors. Consider whether the statements are complete, and consistent with information known to Committee members. The Committee will make recommendations to the Board for the approval of all annual audited financial statements Review and make recommendation to the Board for approval of the Annual Audited Financial Statements of the Board.
8. Review with senior management, the internal auditor's mandate, activities, staffing and organizational structure of the internal audit function. The audit committee will make recommendations to the board on the content of the annual internal audit plan. They will review whether there are any unjustified restrictions or limitations on the role of the internal auditor.
9. Review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal auditors and the responses of the board's staff to those findings and recommendations.
10. Review the overall effectiveness of the Board's internal controls, including information technology system security and control.
11. Review the effectiveness of the Board's internal operating procedures for monitoring compliance with federal and provincial laws and regulations as well as the Board's policies, procedures, regulations and Code of Conduct. Review the results of management's investigation and follow-up of any instances of noncompliance. Review the findings of any examinations by regulatory agencies, and any auditor observations. Obtain regular updates from management and Board legal counsel regarding compliance matters.
12. Receive and review internal audit plan and results of internal audit activities and follow-up on recommendations.

Durham Catholic District School Board



Terms of Reference Of the Audit Committee

13. Review the annual processes associated with the Board Budget, including but not limited to priority setting, financial efficiencies and quality assurance measures.
14. Discharge any audit-related function as determined by the Board.
15. In accordance with Ont. Reg. 361/10, the audit committee will report to the Board on items such as the annual audit plan and summary of work performed by the board's internal auditor, with a copy submitted to the Ministry of Education. In addition, the committee is required to report to the board on items such as a summary of work performed by the committee, an assessment of the board's progress in addressing findings and recommendations made by the internal or external auditor and attendance record of committee members
16. Review the board's policies for risk assessment and risk management.
17. Subject to the approval of the Board, obtain legal advice, retain independent accountants or other professionals to advise or assist the committee.
18. Report to the Board annually, and at any other time that the board may require, on the committee's performance of its duties
19. Agendas, minutes and supporting documentation related to the Audit Committee will be kept with the Director of Education or designate.

Approved: November ●, 2015

ⁱ The selection committee shall consist of the Director of Education and the Superintendent of Business and Chief Financial Officer.

ⁱⁱ In the event of a conflict between the Board's General Working Bylaw and Ont. Reg. 361/10 in a particular circumstance, the Board's General Working Bylaw shall be superseded by Ont. Reg. 361/10.



Durham Catholic District School Board

Terms of Reference of the Finance Committee

MANDATE

The Finance Committee will review annually the budget priorities and expenditures and recommend a balanced budget to the Board.

COMMITTEE MEMBERSHIP

No fewer than three (3) Trustees, in accordance with the General Working By-Law of the Board.

MEETING DATES, TIME AND LOCATION

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa commencing at 7:00 p.m. in accordance with the Board approved Schedule of Meetings.

RESOURCE PERSON

Director of Education or Superintendent of Business and Chief Financial Officer (or designate).

TERMS OF REFERENCE

1. The Chair and Vice-Chair will be elected at its first meeting.
2. Meetings will be held in accordance with the Board's approved General Working By-Law.
3. The Committee will examine and review the spending of the expenditures within the Board's budget, set budget priorities and make recommendations to the Board for a balanced budget. Ensure that the annual financial goals and objectives are aligned with the Board's multi-year strategic plan for development of the operating and capital budget.
4. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.
5. Agendas, minutes and supporting documentation related to the Finance Committee will be kept with the Director of Education or designate.
6. Operations will be consistent with a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.
7. Committee will establish parameters of administrative operations and accountability and ensure that all administrative operations and procedures are based on this vision of Catholic education and designed to achieve its realization.



The Durham Catholic District School Board

MANDATE OF THE EXPULSION HEARING COMMITTEE

MANDATE

The Expulsion Hearing Committee of the Durham Catholic District School Board shall conduct Expulsion Hearings in accordance with all applicable Sections of the Education Act (i.e. Section 309) and the respective Regulations, Board Policies and Procedures.

COMMITTEE MEMBERSHIP

No fewer than three (3) trustees for each hearing.

MEETING DATE

Two (2) meeting dates per month will be scheduled. The Expulsion Hearing Committee will meet on the pre-scheduled date as necessary.

MEETING TIME AND LOCATION

7:00 p.m. at the Catholic Education Centre in the Board Room

RESOURCE PERSON

Director of Education

TERMS OF REFERENCE

1. A Chair and a Vice Chair of the Expulsion Hearing Committee will be elected at its first meeting.
2. All applicable sections of the Education Act and Regulations shall be followed when holding an Expulsion Hearing.
3. Hearings will be held in camera in accordance with the Board's approved General Working By law, as appropriate.
4. Decisions made by the Expulsion Hearing Committee shall be binding on the Board. Expulsions may be appealed to the Child and Family Services Review Board.

TERMS OF REFERENCE (cont'd)

5. The decision of the Expulsion Hearings Committee shall be prepared by the Committee with assistance from the Director (or designate) as required. Decisions shall be reported to the full Board for information.
7. A copy of the minutes of all Expulsion Hearings will be included in the In Camera Session of a Board agenda to be received and filed for information purposes only.
8. Agendas, minutes and supporting documentation of all Expulsion Hearings will be kept by the Director of Education.



The Durham Catholic District School Board

MANDATE OF THE SUSPENSION APPEAL COMMITTEE

MANDATE

The Suspension Appeal Committee of the Durham Catholic District School Board shall conduct Suspension Appeal proceedings in accordance with all applicable Sections of the Education Act (i.e. Section 308) and the respective Regulations, Board Policies and Procedures.

COMMITTEE MEMBERSHIP

No fewer than three (3) trustees shall be available for each Suspension Appeal proceeding.

MEETING DATE

Two (2) dates per month for Suspension Appeal proceedings shall be scheduled. The Suspension Appeal Committee will meet on the pre-scheduled date as necessary.

MEETING TIME AND LOCATION

7:00 p.m. at the Catholic Education Centre in the Board Room.

RESOURCE PERSON

Director of Education or designated Superintendent of Education

TERMS OF REFERENCE

1. A Chair and a Vice Chair of the Suspension Appeal Committee will be elected at its first meeting.
2. All applicable sections of the Education Act and Regulations shall be followed when holding a Suspension Appeal proceeding.
3. Proceedings will be held in accordance with the Board's approved Rules and Regulations, as appropriate. All proceedings shall be closed to the public.
4. Decisions made by the Suspension Appeal Committee shall be final and binding. A written copy of the decision of the Suspension Appeal

Committee shall be prepared by the Committee with the assistance of the Director or designated Superintendent of Education.

5. Presenters at Suspension Appeal shall have the right to be heard only during the Suspension Appeal proceeding.
6. The decision of the Suspension Appeal Committee will be brought to the full Board for information.
7. A copy of the minutes of all Suspension Appeals will be included in the In Camera Session of a Board agenda to be received and filed for information purposes only.
8. Agendas, minutes and supporting documentation of all Suspension Appeal proceedings will be kept by the Director of Education.



Durham Catholic District School Board

Terms of Reference of the General Working By-Law Committee

MANDATE

To review the Board's General Working By-Law in order to make recommendations for revisions that are consistent with the *Education Act* and regulations and any other revisions that the Committee may deem necessary and appropriate.

COMMITTEE MEMBERSHIP

Three (3) trustees, as approved by the Board.

MEETING DATES, TIME AND LOCATION

All meeting to be schedule at the Catholic Education Centre commencing at 7:00 p.m. on a date as agreed upon by the Committee.

RESOURCE PERSON

Director of Education or designate.

TERMS OF REFERENCE

1. A Chair and Vice-Chair will be elected at its first meeting.
2. Meetings will be held in accordance with the General Working By-Law of the Board.
3. The Committee is responsible for regularly reviewing the Board's General Working By-law and recommending any proposed amendments to the Board for its approval.
4. The Committee's minutes will be included in the appropriate session of the Board agenda.
5. Agendas, minutes and supporting documentation related to the General Working By-Law Committee will be kept with the Director of Education or designate.



Durham Catholic District School Board

Mandate and Terms of Reference of the Outstanding Home/School Communication Award Committee

MANDATE

The Outstanding Home/School Communication Award Committee will review and select one elementary and one secondary school that has best demonstrated Outstanding Home/School Communications during a school year.

COMMITTEE MEMBERSHIP

Two (2) student Trustees and the Chair of the Board or designate.

MEETING DATES, TIME AND LOCATION

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa at 7:00 p.m. on a date as deemed necessary by the Committee.

RESOURCE PERSON

Director of Education or designate.

TERMS OF REFERENCE

1. The Chair and Vice Chair shall be elected at its first meeting.
2. Meetings will be held in accordance with the Board's approved General Working By-Law.
3. The Committee will develop and review a submission criteria and/or a submission template from time.
4. The Committee will review all submissions for the Outstanding Home/School Communication Award and select one elementary and one secondary school respectively to recommend to the Board of Trustees on or before the April Board meeting for the Outstanding Home/School Communication Award.
5. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.
6. Agendas, minutes and supporting documentation related to the Reverend John Markle Memorial Trophy for Outstanding Home/School Communication Award Committee will be kept with the Director of Education or designate.
7. The Committee will operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.



Durham Catholic District School Board

Mandate and Terms of Reference of the Trustees' Youth Award Committee

MANDATE

The Trustees' Youth Award Committee will on an annual basis recipients for the Elementary and Secondary Trustee Youth Award and report to the Board on the selection of recipients.

COMMITTEE MEMBERSHIP

No fewer than three (3) Trustees as prescribed by the General Working By-Law of the Board.

MEETING DATES, TIME AND LOCATION

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa at 7:00 p.m. on a date as soon as possible after the deadline for the receipt of nominations.

RESOURCE PERSON

Director of Education or designate.

TERMS OF REFERENCE

1. The Chair and Vice Chair shall be elected at its first meeting.
2. Meetings will be held in accordance with the Board's approved General Working By-Law and will be conducted in camera.
3. The Committee will review all submissions for the Trustees' Youth Awards and select elementary and secondary student.
4. A copy of the minutes of all meetings will be included for information in the appropriate in camera agenda.
5. Agendas, minutes and supporting documentation related to the Trustees' Youth Award Committee will be kept with the Director of Education or designate.
6. The Committee will operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.



Durham Catholic District School Board

Mandate and Terms of Reference of the Board Award of Merit Committee

MANDATE

The Board Award of Merit Committee shall review the nominations for the Board Award of Merit and identify a recipient to the Board in accordance with Board Policy and its attendant Administrative Procedure.

COMMITTEE MEMBERSHIP

No less than three (3) Trustees as prescribed by the General Working By-Law of the Board.

MEETING DATES, TIME AND LOCATION

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa at 7:00 p.m. on a date as soon as possible after April 30th of each year in accordance with Administrative Procedure 2009-1.

RESOURCE PERSON

Director of Education or designate.

TERMS OF REFERENCE

1. The Chair and Vice Chair shall be elected at its first meeting.
2. Meetings will be held in camera, in accordance with the Board's approved General Working By-Law.
3. The Committee will review all nominations and identify a recipient for the Annual Board Award of Merit to Board in accordance with Board Policy and the attendant Administrative Procedures.
4. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.
5. Agendas, minutes and supporting documentation related to the Board Award of Merit Committee will be kept with the Director of Education or designate.
6. The Committee will operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Approval of 2016/2017 Estimates**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATIONS:

1. Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive and file the 2016/2017 Estimates."

2. Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the 2016/2017 salaries and benefits budget in the amount of \$202,596,230."

3. Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the 2016/2017 departmental operating budgets in the amount of \$35,476,856."

4. Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the 2016/2017 total operating budget in the amount of \$238,073,086."

To: Board of Trustees
 Re: Approval of 2016/2017 Estimates
 Date: June 13, 2016

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5. Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board approve the 2016/2017 non-operating budget in the amount of \$13,588,596.”

6. Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board approve the 2016/2017 Estimates in the total amount of \$251,661,682.”

RATIONALE:

Staff presented the first draft of the 2016/2017 Estimates at the May 24, 2016 Board meeting. Attached is the final draft of the 2016/2017 Estimates for approval by the Board of Trustees. It should be noted that the only changes to the budget from first draft to final draft was to update the enrolment and commensurate staffing adjustments.

Staff is pleased to present a balanced budget without reliance on operating reserves and continues to provide for new and/or enhanced programs, supports, and services in accordance with the themes, priorities, goals and actions identified in the Board's Strategic Plan: Discovery 2020.

Highlights from the 2016/2017 Estimates include the following:

- ☐ Alignment with key Strategic Plan goals and priorities
- ☐ Reflects public consultation and stakeholder input
- ☐ Ongoing investment in Faith Formation resources
- ☐ Provision for new Religion textbooks and materials
- ☐ Continuation of Advancing Communication strategies
- ☐ Maintains Student Services and Special Education supports
- ☐ Continuation of Safe and Healthy Schools initiatives
- ☐ Advances Student Well-Being and Achievement mandate
- ☐ Provides Pathways to Success opportunities for all students
- ☐ Incorporates Ministry of Education's Province-wide Math Strategy
- ☐ Provides staff development and capacity building opportunities
- ☐ 21st Century Learning strategies and Emerging Technology initiatives
- ☐ Conversion of two Secondary School Libraries to Learning Commons
- ☐ Resourcing of after school Transportation and French supports
- ☐ Continuation of expanded French and Music program offerings
- ☐ Enhancement and intensification of International Student programs

To: Board of Trustees
Re: Approval of 2016/2017 Estimates
Date: June 13, 2016

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- ☐ Reflects ongoing implementation of the Long Term Accommodation Plan
- ☐ Provision for new Oshawa Continuing Education location
- ☐ Allocation of School Administrators based on equity factors
- ☐ Allocation of School Support Staff based on equity factors
- ☐ Reflects terms and conditions of Provincial Labour Framework
- ☐ Compliant with Ministry funding enveloping requirements
- ☐ Compliant with Ministry legislated class size requirements
- ☐ Balanced budget without reliance on operating reserve fund
- ☐ Maintains appropriate level of reserves for contingency purposes

The final draft of the 2016/2017 Estimates was reviewed with the Finance Committee on June 6, 2016 after which the Committee passed a motion recommending that the Board of Trustees approve the 2016/2017 Estimates.

Following approval of the 2016/2017 Estimates staff will facilitate the necessary submissions to the Ministry of Education and a copy of the final budget will be posted on the Board's website for public information.

AOB:RSP:cc
Attachment



Excellence | Equity | New Evangelization

Durham Catholic District School Board

Catholic Education: Learning & Living in Faith



2016/2017 Estimates (June 2016)



Message from the Finance Committee

Dear Partners in Catholic Education,

The Finance Committee is pleased to recommend the 2016/2017 school year budget. It is the Board's ongoing commitment to have accessible quality Catholic education for all; and that is clearly reflected in our five-year strategic plan, *Discovery 2020*. You will see in the budget highlights that the Board continues to generate the seamless alignment between its budget and strategic plan, which involved extensive research and input from various communities.

The 2016/2017 Estimates continues to provide for expanded programs and services while maintaining a balanced budget during times of fiscal constraint. Such financial stability will provide the Board with the opportunity and capacity to advance the strategic directions outlined in the *Discovery 2020* strategic plan, ensuring that students and staff will be provided with the resources and supports necessary to foster positive student well-being and achievement now and into the future.

Throughout the budget consultation process, the collective voice of internal and external stakeholders – parents, students, clergy, staff, elected officials and community – was heard through surveys, public consultation meetings, student voice forums and individual feedback. Through this process, the Board's current strengths, challenges and opportunities were affirmed. The Finance Committee is grateful to all who participated in the budget consultation process and extends its gratitude to the local parishes who advertised and promoted our annual consultation sessions.

Finally, the Finance Committee would like to thank the Director of Education, Chief Financial Officer and Senior Administrative Team for their leadership, support and guidance throughout the budget process and for ensuring student well-being and achievement is at the forefront of the budget plan at all times.

Yours in Catholic Education,

Tricia Chapman, Chair, Finance Committee
John Rinella, Vice-Chair, Finance Committee
Monique Forster, Trustee, Finance Committee
Theresa Corless, Trustee, Finance Committee

Our Mission

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.

Our Vision

Each student in our Catholic learning community embodies excellence and equity by embracing the Ontario Catholic School Graduate Expectations – to be:

- a discerning believer;
- an effective communicator;
- a reflective, creative and holistic thinker;
- a self-directed, responsible lifelong learner;
- a collaborative contributor;
- a caring family member; and
- a responsible citizen.

Our Catholic Values

Faith, evangelizing ourselves and others through scripture, sacrament, prayer and action in service with the home, school and parish.

Hope, giving witness to the belief that we can become who we are called to be.

Love, being present to others with care, compassion, solidarity, community and joy.

Peace, creating opportunities for contemplation, spirituality, reconciliation and forgiveness.

Wisdom, listening and responding to the Holy Spirit.

Inclusion, ensuring a sense of belonging by promoting the dignity and worth of each human life.

Excellence, building on God's grace to achieve our earthly and eternal vocations.

Creativity, celebrating diverse and innovative expressions of God's gifts.

Service, seeking out and responding to local and global needs with prudence, fortitude, humility and charity.

Stewardship, shepherding God's creation and resources for the common good.

Responsibility, demonstrating accountability and fidelity in our thoughts, words and deeds.

Justice, acting and serving with integrity in communion with the Gospel and teachings of Jesus.

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2016/2017 Budget Highlights

- Alignment with key Strategic Plan goals and priorities
- Reflects public consultation and stakeholder input
- Ongoing investment in Faith Formation resources
- Provision for new Religion textbooks and materials
- Continuation of Advancing Communication strategies
- Maintains Student Services and Special Education supports
- Continuation of Safe and Healthy Schools initiatives
- Advances Student Well-Being and Achievement mandate
- Provides Pathways to Success opportunities for all students
- Incorporates Ministry of Education's Province-wide Math Strategy
- Provides staff development and capacity building opportunities
- 21st Century Learning strategies and Emerging Technology initiatives
- Conversion of two Secondary School Libraries to Learning Commons
- Resourcing of after school Transportation and French programs
- Continuation of expanded French and Music program offerings
- Enhancement and intensification of International Student programs
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Provision for new Oshawa Continuing Education location
- Allocation of School Administrators based on equity factors
- Allocation of School Support Staff based on equity factors
- Reflects terms and conditions of Provincial Labour Framework
- Compliant with Ministry funding enveloping requirements
- Compliant with Ministry legislated class size requirements
- Balanced budget without reliance on operating reserve fund
- Maintains appropriate level of reserves for contingency purposes

Table One – Projected Enrolment

Panel	2016/2017	2015/2016	Variance
Elementary	14,364	14,448	(84)
Secondary	6,466	6,667	(201)
Total	20,830	21,115	(285)

Table Two – Operating Revenue

Category	2016/2017	2015/2016
Ministry Grants (GSN)	\$226,418,229	\$226,838,876
Ministry Funding (EPO)	1,530,254	1,654,642
Recoveries – Secondments	755,547	849,381
Government of Canada	462,837	433,124
Other Provincial Agencies	806,219	1,006,717
Community Use of Schools	450,000	450,000
Continuing Education	575,000	553,705
International Students	200,000	100,000
Other Revenue	175,000	178,040
School Generated Funds	6,700,000	6,700,000
Operating Reserve Fund	<u>Not required</u>	<u>Not required</u>
	<u>\$238,073,086</u>	<u>\$238,764,485</u>

Table Three – Operating Reserve Fund

Anticipated balance end of 2015/2016	\$3,317,997
Applied towards 2016/2017 Operations	<u>Not required</u>
Balance Available for Future Use	<u>\$3,317,997</u>

Attachment 3

Planned Operating Expenses

Category	2016/2017	2015/2016
Salaries and Benefits	\$202,596,230	\$202,944,155
Student Transportation	7,840,455	7,839,908
Facilities Services	7,549,386	7,509,928
School Budgets	2,207,159	2,266,338
Information Technology	3,518,300	3,507,261
Academic Services	4,221,780	4,336,711
Business Services	731,117	799,521
Human Resources & Administrative Services	502,379	510,150
Mileage and Travel Allowances	426,200	426,200
Director's Office and Board Administration	234,954	296,704
Legal and Professional Services	364,109	364,109
Trustees and Student Representatives	212,017	179,000
Staff Development and Capacity Building	848,000	930,500
Corporate Communications	121,000	154,000
School Generated Funds	<u>6,700,000</u>	<u>6,700,000</u>
	<u>\$238,073,086</u>	<u>\$238,764,485</u>

Staffing Summary by Position

Employee Group	2015/2016	2016/2017	FTE Change	% Change
<i>Elementary Teachers*</i>	846.20	832.50	(13.70)	(1.6%)
<i>Secondary Teachers*</i>	458.00	446.00	(12.00)	(2.6%)
Coordinators and Consultants	24.70	23.70	(1.00)	(4.0%)
<i>Principals and Vice-Principals</i>	73.00	73.00	0.00	0.0%
Secondments (External/Capital)	7.33	6.33	(1.00)	(13.6%)
Director of Education	1.00	1.00	0.00	0.0%
Supervisory Officers	8.00	8.00	0.00	0.0%
Middle Management	33.00	33.00	0.00	0.0%
Non-Union	17.00	17.00	0.00	0.0%
Chaplains and Faith Animator	8.00	8.00	0.00	0.0%
Student Services	40.10	40.10	0.00	0.0%
Educational Assistants	276.00	276.00	0.00	0.0%
<i>Early Childhood Educators*</i>	92.00	83.00	(9.00)	(9.8%)
Custodial and Maintenance*	183.00	181.00	(2.00)	(1.1%)
<i>Secretarial/Clerical/Technical*</i>	113.00	112.00	(1.00)	(0.9%)
Trustees	8.00	8.00	0.00	0.0%
Total	2,188.33	2,148.63	(39.70)	(1.8%)

Note 1 – categories in *italics* have an enrolment component to the annual allocation.

Note 2 – positions on Secondment are fully recoverable from the external agency or capital fund.

Note 3 – positions with an asterisk (*) are primarily determined by legislation or collective agreement.

Note 4 – the Board is compliant with the Administration & Governance envelope.

Note 5 – the Board is compliant with the Special Education envelope.

Note 6 – the Board is compliant with the Student Achievement envelope.

2016/2017 Non-Operating Budget

Table One – Revenue Sources

School Renewal Funding	\$2,589,021
School Condition Allocation	2,316,469
Ministry Funded Debenture Payments	6,683,106
Educational Development Charges	<u>2,000,000</u>
	<u>\$13,588,596</u>

Table Two – Planned Expenses

Facility Renewal Annual Program	\$2,589,021
School Condition Program	2,316,469
Debenture Principal Payments	3,996,212
Debenture Interest Payments	2,686,894
Transfer to EDC Reserve	<u>2,000,000</u>
	<u>\$13,588,596</u>

Appendix One – Detailed Operating Expenses

Category	2016/2017	2015/2016
Salaries and Benefits		
Salaries – Teaching	\$132,710,038	\$133,117,532
Salaries – Support Staff	39,277,251	39,073,663
Statutory Benefits	11,182,481	11,023,932
Employee Benefits	15,276,961	15,293,718
Supply Teacher Costs	3,850,724	4,136,535
Lunch Hour Supervisors	298,775	298,775
Subtotal	\$202,596,230	\$202,944,155
Student Transportation		
Elementary	\$4,214,043	\$4,222,660
Secondary	2,272,147	2,262,983
Special Education	1,244,265	1,244,265
Administration	110,000	110,000
Subtotal	\$7,840,455	\$7,839,908
Facilities Services		
Utilities	\$4,534,650	\$4,284,650
Maintenance	837,173	837,173
Snow Removal	650,000	800,000
Portable Moves	240,268	460,000
Custodial Supplies	315,000	315,000
Remaining	972,295	813,105
Subtotal	\$7,549,386	\$7,509,928
School Budgets		
Elementary	\$1,067,091	\$1,079,690
Secondary	1,140,068	1,186,648
Subtotal	\$2,207,159	\$2,266,338

Appendix One – Detailed Operating Expenses (cont'd)

Category	2016/2017	2015/2016
Information Technology		
Software Licenses	\$1,244,000	\$1,044,000
Wide Area Network	639,000	639,000
Telephone Services	160,000	260,000
Computer Refresh	250,000	250,000
Learning Commons	344,000	356,740
Cellular Technology	150,000	150,000
Wireless Access Points	100,000	215,000
Remaining	631,300	592,521
Subtotal	\$3,518,300	\$3,507,261
Academic Services		
Teaching and Learning	\$375,299	\$395,437
Student Services	593,643	598,572
Faith Formation	322,000	403,000
French Immersion	350,000	350,000
Safe & Healthy Schools	68,791	67,081
Student Success	390,816	579,910
Student Achievement	136,956	259,442
Continuing Education	1,106,764	744,429
Alternative Education	281,500	286,500
International Students	150,000	50,000
Aboriginal Education	30,800	30,635
Parent Involvement	40,435	106,215
Outdoor Education	109,353	200,818
Assistive Technology	265,423	264,672
Subtotal	\$4,221,780	\$4,336,711

Appendix One – Detailed Operating Expenses (cont'd)

Category	2016/2017	2015/2016
Business Services		
Insurance	\$528,664	\$528,664
Audit and Actuarial Fees	60,000	60,000
Cafeteria Equipment	93,500	93,500
Prior Year Carry Forward	0	31,000
Remaining	48,953	86,357
Subtotal	\$731,117	\$799,521
Human Resources & Administrative Services		
Health and Safety	\$100,000	\$100,000
Summer Students	106,965	106,965
CPCO Membership	119,600	119,600
Employee Family Assistance Program	55,000	55,000
Remaining	120,814	128,585
Subtotal	\$502,379	\$510,150
Mileage and Travel Allowances		
Mileage Reimbursement	\$189,400	\$189,400
Travel Allowances	236,800	236,800
Subtotal	\$426,200	426,200
Director's Office and Board Administration		
Board Memberships	\$54,000	\$54,000
System Wide PA Day	20,000	20,000
Partnerships	25,000	25,000
School Celebrations	50,000	50,000
Accessibility Supports	22,000	22,000
Prior Year Carry Forward	0	34,750
Remaining	63,954	90,954
Subtotal	\$234,954	\$296,704

Appendix One – Detailed Operating Expenses (cont'd)

Category	2016/2017	2015/2016
Legal and Professional Services		
Subtotal	\$364,109	\$364,109
Trustees and Student Representatives		
OCSTA Membership	\$104,017	\$76,000
Student Trustees	25,000	20,000
Professional Development	40,000	40,000
Remaining	43,000	43,000
Subtotal	\$212,017	\$179,000
Staff Development and Capacity Building		
Teacher Release Time	\$848,000	\$930,500
Subtotal	\$848,000	\$930,500
Corporate Communications		
Public Relations	\$50,000	\$10,000
JK/FI Registration	25,000	25,000
Trustee Initiatives	10,000	10,000
Website License and Implementation	20,000	100,000
Publications	16,000	9,000
Subtotal	\$121,000	\$154,000
School Generated Funds		
Elementary	\$3,950,000	\$3,950,000
Secondary	2,750,000	2,750,000
Subtotal	\$6,700,000	\$6,700,000
	<u>\$238,073,086</u>	<u>\$238,764,485</u>

Appendix Two – Detailed Academic Program Expenses

Category	2016/2017	2015/2016
Program Services		
Math Strategy	\$141,000	\$100,000
Professional Development	34,500	34,500
DECCA	15,000	15,000
Musical Instruments	80,000	80,000
French Immersion After School Support	30,000	30,000
Prior Year Carry Forward	0	46,768
Remaining	74,799	89,169
Subtotal	\$375,299	\$395,437
Student Services		
Student Specialized Equipment	\$183,000	\$183,000
Ontario Focused Intervention Partnership	86,928	88,000
Professional Development	27,700	27,700
Gifted Program	32,000	32,000
Applied Behavioural Analysis	24,409	23,857
Deaf and Hard of Hearing Resources	25,500	25,500
Remaining	214,106	218,515
Subtotal	\$593,643	\$598,572
Faith Formation		
Retreats and Celebrations	\$72,000	\$72,000
Religion Textbooks	80,000	100,000
Many Gifts Resources	100,000	180,000
Grade 4 Bibles	40,000	40,000
Transportation	30,000	0
Prior Year Carry Forward	0	11,000
Subtotal	\$322,000	\$403,000

Appendix Two – Detailed Academic Program Expenses (cont'd)

Category	2016/2017	2015/2016
French Immersion Resources		
Subtotal	\$350,000	\$350,000
Safe and Healthy Schools		
Restorative Practice	\$20,000	\$20,000
Threat Assessment	12,000	12,000
Safe and Caring Schools	29,791	28,081
Bullying Prevention	7,000	7,000
Subtotal	\$68,791	\$67,081
Student Success		
Specialist High Skills Majors	\$205,090	\$264,202
Dual Credit	103,726	76,349
Speak Up Initiative	16,000	0
Pathways	24,000	24,000
Prior Year Carry Forward	0	181,893
Remaining	42,000	33,466
Subtotal	\$390,816	\$579,910
Student Achievement		
Early Years	\$17,950	\$17,950
Equity and Diversity	18,000	18,000
Ontario Youth Apprenticeship Program	51,695	47,695
Tutors in the Classroom	24,000	14,000
Prior Year Carry Forward	0	127,087
Remaining	23,311	34,710
Subtotal	\$136,956	\$259,442

Appendix Two – Detailed Academic Program Expenses (cont'd)

Category	2016/2017	2015/2016
Continuing Education		
Accommodation Costs	\$959,064	\$597,429
Operating Budget	147,700	147,000
Subtotal	\$1,106,764	\$744,429
Alternative Education		
Accommodation Costs	\$170,000	\$170,000
Operating Budget	61,500	66,500
Transportation	45,000	45,000
Subtotal	\$281,500	\$286,500
International Students		
Subtotal	\$150,000	\$50,000
Aboriginal Education		
Subtotal	\$30,800	\$30,635
Parent Engagement		
Parent Involvement	\$23,000	\$23,500
Regional Parents Reaching Out Funds	8,435	8,435
Regional Parent Council Funds	9,000	15,000
School Level Application Based Grants	0	26,865
Prior Year Carry Forward	0	32,415
Subtotal	\$40,435	\$106,215
Outdoor Education		
Subtotal	\$109,353	\$200,818
Assistive Technology		
Subtotal	<u>\$265,423</u>	<u>\$264,672</u>
	<u>\$4,221,780</u>	<u>\$4,336,711</u>

Glossary – Ministry Funding

Ministry Funding Sources

Grants for Student Needs (GSN)

The Ministry provides funding to School Boards based primarily on an enrolment based funding model on a per pupil basis to support the basic operations of a school system (eg – Teachers, Utilities, Consumable Supplies). Special purpose grants are provided to support specific students (eg – Special Education), services (eg - Transportation) or programs (eg – French Language Instruction). Certain funding areas have specific spending criteria (called envelopes) as outlined below.

Education Programs Other (EPO)

The Ministry provides funding through its various branches (eg – Literacy and Numeracy, Student Success) to support specific targeted initiatives in support of current education priorities. These initiatives can change depending on the Provincial priorities and must be spent in support of the specific initiative. The funds support specified staffing, professional development (eg - teacher release time) and resources and typically require a dedicated report back to the Ministry with respect to expenditure and outcomes.

Ministry Funding Envelopes

Special Education

Funds may only be used for Special Education related expenditures.

Board Administration

Expenditure may not exceed Board Administration funding.

Operating Funds

May be used to support Operating or Capital Expenditures.

Capital Funds

May only be used to support Capital related expenditure.

Balanced Budget

The Operating budget does not require reliance on reserves.

Operating Reserves

Ministry requirement to maintain 1-2% for unexpected events.

Glossary – Academic Programs

School Effectiveness

Using the school effectiveness framework educators learn about instructional strategies, student assessment and effective practice through observation, analysis and collaboration. The framework is also used as a tool to inform School and Board Improvement Plans. The Board has incorporated school effectiveness funding and related initiatives into its Student Achievement and Professional Development programs and portfolios.

Teaching and Learning

The Teaching and Learning portfolio provides for curriculum related resources and supports for all subject areas including Music/Arts, Literacy, Numeracy, Religion, Sciences/Technology, Health and Physical Education, 21st Century Learning/Innovation and e-Learning.

Student Success

The Student Success portfolio focuses on providing every student in Grades 7-12 with various pathways opportunities to reach their ultimate potential and goals through such initiatives as Specialist High Skills Majors, Dual Credit, Transitions, Reengagement and Alternative Education programs.

Student Services

The Ministry and Board believe that all students can learn and achieve success given the necessary resources and supports. The Student Services budget provides resources (eg - assessments, equipment) to students in addition to the staffing provided through the Special Education envelope such as Program Support Teachers (PST), Educational Assistants (EA's) and Student Services Personnel (eg – Social Workers, Attendance Counsellors, Child and Youth Counsellors, Speech and Language Pathologists, Communicative Disorder Assistants, Psychological Services and Orientation and Mobility Specialists).

Faith Formation

The Board budget provides for various faith formation related activities, retreats and celebrations in addition to the purchase of religion textbooks, Many Gifts resources and Bibles for our Grade 4 students.

Parent Involvement

The Ministry and Board recognize that student achievement improves when parents play an active role in their children's education and that parent engagement is a key factor in the enhancement of student well-being. The Ministry provides funding to Boards to support parent involvement activities at the district and school level through a base annual allocation as well as through specific application based grants (PRO – Parents Reaching Out).

Strategic Plan Themes and Priorities

Witnessing Faith

Celebrating Equity, Excellence and New Evangelization



Creating and Sustaining a Caring Catholic School Culture
Building Relationships and Developing People
Teaching and Learning in the Formation of a Distinct Catholic Identity

Teaching and Learning

Leading and Learning in the 21st Century Classroom



Achieving Instructional Excellence
Instruction for the 21st Century
Assessment, Evaluation and Reporting

Expanding Pathways

Differentiating Opportunities for Every Student's Future



Adopting a Pathways Planning Mindset
Assisting Students with Transitions Planning
Promoting Student Engagement

Inspiring Leadership

Promoting a Culture of Professional Growth



Employee Performance Growth
Capacity Building
Board Leadership Strategy

Celebrating Inclusion

Personalization, Precision and Professional Development



Universal Design for Learning
Differentiated Practice
Precise and Personalized Intervention

Strategic Plan Themes and Priorities (cont'd)

Serving in Partnership

Building Connections to Enhance Catholic Education



Classroom, School and Board
Outreach and Programs
Parents, Stakeholders and Community Involvement

Emerging Technology

Empowering Today for a Changing Tomorrow



Infrastructure, Security and User Experience
Information Management
Managing Information for Student Achievement

Advancing Communications

Strengthening Relationships to Enhance Student Achievement



Collaborative Communication
Branding and Visual Identity
Community Engagement

Managing Resources

Establishing Sustainable Priorities and Raising Stakeholder Confidence



Financial Stability
Resource Management
System Accountability

Continuing Education

Serving the Needs and Interests of All Learners



Career Training and Personal Development
Expanding and Extending Programs
Promoting Student Engagement



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2014

Origin: John Mullins, Superintendent of Education

Re: Catholic Student Senate Year End Report 2015-2016

RECOMMENDATIONS

Moved by _____, seconded by _____

<p>"THAT the Durham Catholic District School Board receive and file the verbal report from the Student Trustees regarding the Catholic Student Senate Year End Report for 2015-2016."</p>

JM/lm



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Ministry of Education 2016 Capital Project Funding Submission**

Origin: Bob Camozzi, Superintendent of Education, Facilities Services
Lewis Morgulis, Manager of Planning, Admissions and Partnerships

RECOMMENDATIONS

Moved by , seconded by

"THAT the Durham Catholic District School Board receive for information, the Ministry of Education 2016 Capital Project Funding Submission report dated June 13, 2016."

Moved by , seconded by

"THAT the Durham Catholic District School Board approves the Ministry of Education 2016 Capital Project Funding Submission report dated June 13, 2016 and authorize staff to submit these projects to the Ministry of Education."

BACKGROUND

Purpose

The purpose of this report is to provide Trustees with information related to the list of Capital projects to be submitted for review and approval by the Ministry of Education as part of the 2016 Request for Capital Project Funding Submission. These projects are submitted in priority order and consist of New Schools, Replacement Schools, Child Care projects and Child and Family projects. The funding sources for these projects include a combination of Ministry Capital Grants for new school construction, Ministry Capital Grants for Child Care and Early Years construction and Educational Development Charges funding. Some of the projects contained on the priority list have been submitted in previous years for funding consideration to the Ministry of Education

To: Board of Trustees

Page 2

Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

but have not been approved to date. This report summarizes the factors used to develop the project priorities, provides details related to each proposed project and provides a ranked priority order for submission to the Ministry of Education.

RATIONALE

Factors Considered

In compiling the list of priority projects for submission to the Ministry of Education staff considered the following factors:

- The work undertaken to develop the Board's approved Long Term Accommodation Plan 2016-2020 (LTAP);
- The updated 2014 Education Development Charge Bylaw Background Study and related 15 year projections;
- The Ministry's requirements for project submission of all new schools, replacement schools, additions, major renovations, child care and child and family projects contained in Ministry Memorandum 2016:B11;
- The Board's short and long term ability to accommodate additional growth within existing facilities; and
- Facility condition studies undertaken to date.

Project Priority for New and Replacement Pupil Places Projects

After reviewing all of the factors outlined above staff are recommending that the following projects be submitted in priority order for consideration by the Ministry of Education as outlined below:

1. Monsignor Paul Dwyer Catholic High School Replacement;
2. St. Marguerite D'Youville Catholic School – Replacement;
3. Unnamed North Oshawa Catholic School – New School;
4. Unnamed Brooklin Catholic Secondary School – New grade 7-12 School;
5. Unnamed Seaton Catholic Elementary School – New School;

To: Board of Trustees

Page 3

Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

Project Details

A brief summary of each project is prepared below including details with respect to the program requirements, number of pupil places being proposed for construction, the proposed date of opening, site details, source of funding etc. The appendix contains location maps and site plans where applicable for each of the proposed project priorities.

Priority 1

Monsignor Paul Dwyer Catholic High School Replacement: Option A – new 1200 pupil place Grade Dual Track 7-12 School

- The existing Monsignor Paul Dwyer Catholic High School is operating at 76% of its capacity with 850 students located in a building which has a capacity for 1131 students. Significant portions of the school were originally constructed in 1963 and the building is not located in close proximity to growth or the balance of the feeder schools and students that will sustain the school in the future;
- The Board requires a replacement school of 1,200 pupil places to serve a Grade 7-12 Dual Track population, with the provision that a multi-storey addition to the school also be part of the planned long term expansion;
- A new Catholic Secondary School site is required to facilitate the relocation and reconstruction of the existing Monsignor Paul Dwyer Catholic High School for 2019. This site is located on Harmony Road North and measures 14 acres in size;
- Because the requirements for this school site are not in the Board's 2014 Educational Development Charges (EDC) Background Study, the Board will approval and funding from the Ministry of Education to purchase the site. The site is located on the east side of Harmony Road, North of Taunton Road adjacent to the legends centre;
- If approved in the fall of 2016, the Board would proceed to purchase the lands for the replacement school in 2017 and retain an architect to begin design and site plan submission to the City of Oshawa. It will be possible to open the school during the 2019-2020 school year.

Monsignor Paul Dwyer Catholic High School Replacement: Option B- new 900 pupil place Grade 9-12 School

- The existing Monsignor Paul Dwyer Catholic High School is operating at 76% of its capacity with 850 students located in a building which has a capacity for 1131 students. Significant portions of the school were originally constructed in 1963 and the building is not located in close proximity to growth or the balance of the feeder schools and students that will sustain the school in the future;
- The Board requires a replacement school of 900 pupil places to serve a Grade 9-12 population, with the provision that a multi-storey addition to the school also be part of the planned long term expansion;

To: Board of Trustees

Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

- A new Catholic Secondary School site is required to facilitate the relocation and reconstruction of the existing Monsignor Paul Dwyer Catholic High School for 2019. This site is located on Harmony Road North and measures 14 acres in size;
- Because the requirements for this school site are not in the Board's 2014 Educational Development Charges (EDC) Background Study, the Board will approval and funding from the Ministry of Education to purchase the site. The site is located on the east side of Harmony Road, North of Taunton Road adjacent to the legends centre;
- If approved in the fall of 2016, the Board would proceed to purchase the lands for the replacement school in 2017 and retain an architect to begin design and site plan submission to the City of Oshawa. It will be possible to open the school during the 2019-2020 school year.

Priority 2

St. Marguerite D'Youville Catholic School – Replacement:

- The Board initially submitted this project in 2012 for consideration following a feasibility study to examine whether to rebuild at the existing school or to relocate the school to an adjacent site. The existing school was constructed in 1988 as with relocatable classroom modules (RCM's) clad in brick;
- The existing site measures 4 acres and rebuilding on site will require the original building to be demolished prior to the new building being constructed;
- The proposed reconstruction would create a school with 323 pupil places to serve a grade JK-6 population. In addition, the Board will be requesting funding for a child acre room to support 16 pre-school students and a child and family centre to replace the existing spaces that will be lost when the existing school is demolished;
- If approved in the fall of 2016, the Board would retain an architect and begin design and site plan submission immediately. It will be possible to open the school for December 2018 with an early approval date;
- The Board is requesting approval from the Ministry for replacement school funding at the existing capital benchmark amounts, plus the cost of demolition and site remediation of the existing building footprint.

To: Board of Trustees

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Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

Priority 3

North Oshawa Catholic School – New Grade JK-6 School:

- The Board is purchasing a 5.5 acre Catholic Elementary School site from two developers within the Windfields community. The site is located east of Simcoe Street North and north of Britannia Road on the East side of the extension of Bridle Road;
- The proposed capacity of the new school is 412 pupil places which will be added to the Board's capacity;
- Staff are requesting that a 73 space child care facility be added to the project to provide space for an infant, toddler, and preschool childcare;
- If approved in the fall of 2016, the Board would retain an architect and begin design and site plan submission immediately. It will be possible to open the school for September 2018 with an early approval date;
- The Board is requesting approval from the Ministry for Growth School funding at the existing capital benchmark amounts. In addition the site purchase and all eligible site works will be paid for using the Educational Development Charges funding collected by the Board;

Priority 4

Unnamed Seaton Catholic Elementary School – New School:

- The Board initially submitted this project in 2012 for consideration to the Ministry of Education since development of the area was imminent. Staff had proposed a 2015 opening date on that basis. Given a proposed date of 2017 for construction starting in the community, a new 435 pupil place elementary school should be constructed with a September 2019 opening date;
- The Board has 4 designated sites within the Seaton community and are working to secure an option to purchase each of these sites from developers. Each site is eligible for EDC funding;
- The proposed capacity of the new grade JK-6 Catholic Elementary School is 611 pupil places. This will be added to the Board's existing capacity upon opening;
- Staff are requesting that a 73 space child care facility be added to the project to provide space for an infant, toddler, and preschool childcare;
- If approved by the Ministry of Education, the Board would retain an architect and begin design and site plan submission immediately to the City of Pickering. It will take approximately 2 years from the approval of the project to design the new school and complete construction;
- The Board is requesting approval from the Ministry for Growth School funding at the existing capital benchmark amounts. In addition the site purchase and all eligible site works will be paid for using the Educational Development Charges funding collected by the Board.

To: Board of Trustees

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Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

Priority 5

Unnamed Brooklin Catholic Secondary School – New grade 7-12 School:

- The Board requires a Catholic Secondary School to serve the three existing and three future planned Catholic elementary schools in the Brooklin Community. This new school is intended as a grade 7-12 facility which will provide for a range of programs. The facility will include regular classrooms to serve grade 7-12 students, an elementary and secondary gymnasium, cafeteria, servery , 21st century learning commons, science labs, art rooms, music rooms, technological education spaces, special education classrooms, a chapel, computer labs, family studies rooms, administration area, student services and all required ancillary spaces.
- The Board currently owns a 15 acre secondary school site in Brooklin located at the northwest corner of Cachet Boulevard and Winchester Road which is the location for the new school.
- The intended capacity of the school is a combined 800 pupil places and would have both an elementary and secondary component. The pupil places will be added proportionally to the Boards elementary and secondary capacities.
- If approved in the fall of 2016, the Board would retain an architect and begin design and site plan submission immediately. It will be possible to open the school for September 2019.
- The Board is requesting approval from the Ministry for Growth School funding at the existing capital benchmark amounts. In addition all eligible site works will be paid for using the Educational Development Charges funding collected by the Board.

Project Priority for Child Care and Child and Family Centre Projects

After reviewing all of the factors outlined above staff are recommending that the following projects be submitted in priority order for consideration by the Regional Consolidated Municipal Service Manager for approval, and then forwarded for consideration by the Ministry of Education. While these projects represent the Board's priorities, they will only be submitted to the ministry of Education after review and approval by the Region. The projects are presented in priority order as outlined below:

6. St. Bridget Catholic School - Child Care Renovation
7. St. Leo Catholic School - Child Care Renovation
8. St. Joseph Catholic School (Uxbridge) – Child Care Renovation
9. Sir Albert Love Catholic School – Child and Family Support Centre Renovation
10. Monsignor Philip Coffey Catholic School – Child and Family Support Centre Renovation

To: Board of Trustees

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Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

11. St. Thomas Aquinas Catholic School – Child and Family Support Centre Renovation
12. St. Elizabeth Seton Catholic School – Child and Family Support Centre Renovation
13. St. Monica Catholic School – Child and Family Support Centre Renovation

Project Details

A brief summary of each project is prepared below including details with respect to the program requirements, number of pupil places being proposed for construction, the proposed date of opening, site details, and source of funding.

Priority 6

St. Bridget Catholic School – New Child Care Renovation and Addition

- The Board constructed St Bridget Catholic School in 2006 and added 6 classrooms to the school as part of the roll out of Full Day Kindergarten in 2013;
- The Board and the Region of Durham have met to address child care needs within the Brooklin community and are endorsing the renovation and addition of child care space to St. Bridget Catholic School;
- Staff will request that the Ministry approve a 73 space child care facility to be added to the school through the renovation of existing spaces and a small addition to the school to provide space for infant, toddler, and preschool childcare;
- This project if approved will reduce the capacity at the school by up to 138 pupil places;
- The Board is requesting approval from the Ministry for child care funding at the existing capital benchmark amounts.

Priority 7

St. Leo Catholic School – New Child Care Renovation

- The Board had originally approved the renovation of space within St Leo Catholic School as part of the Schools First Child Care retrofit program in 2014. Because of funding shortages this project was delayed until additional funds could be secured from the Ministry of Education;
- The Board and the Region of Durham have met to address child care needs within the Brooklin community in 2015 and proposed that a new child care be requested for this site. The Region of Durham continues to endorse the renovation and addition of child care space to St. Leo Catholic School;
- Staff will request that the Ministry approve a 73 space child care facility to be added to the school through the renovation of existing spaces to provide space for infant, toddler and preschool childcare;

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Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

- This project if approved will reduce the capacity at the school by up to 138 pupil places;
- The Board is requesting approval from the Ministry for child care funding at the existing capital benchmark amounts.

Priority 8

St. Joseph Catholic School (Uxbridge) - Child Care Renovation and Expansion

- The Board constructed St. Joseph Catholic School in Uxbridge in 1989. The school construction included the construction of a two room child care. A third room was added as part of the Best Start Child Care program in 2006;
- The existing child care serves a total of xx students in a toddler and pre-school program;
- Staff will request that the Ministry approve the expansion of the existing centre to add space for an additional preschool childcare program;
- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for child care funding at the existing capital benchmark amounts.

Priority 9

Sir Albert Love Catholic School - Child and Family Support Centre

- The Board entered into a partnership with the YMCA for the creation of an OEYC at Sir Albert Love Catholic School in 2012.
- The Board and the Region of Durham have met to address needs within the region for Child and Family Support centres and requested an expansion and renovation for this site. The Region of Durham endorses the renovation and addition of child care space to Sir Albert Love Catholic School.
- Staff will request that the Ministry approve the expansion of the existing centre the renovation of existing spaces and a small addition to the school to provide space for toddler and preschool childcare.
- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for child care funding at the existing capital benchmark amounts.

To: Board of Trustees

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Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

Priority 10

Monsignor Philip Coffey Catholic School - Child and Family Support Centre

- The Board does not have any child care, recreational, or family and parent programs to serve the area south of Highway #401 in the City of Oshawa. The creation of a program at this location will provide essential family supports to one of the highest priority neighbourhoods in the Region;
- Staff will request that the Ministry approve the creation of a Child and Family Support Centre through the renovation of existing unused classroom space in the school;
- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for renovation funding at the existing capital benchmark amounts.

Priority 11

St. Thomas Aquinas Catholic School - Child and Family Support Centre

- The Board does not have any child care, recreational, or family and parent programs to serve the St. Thomas Aquinas area of the City of Oshawa. The creation of a program at this location will provide essential family supports to another high priority neighbourhood in the Region;
- Staff will request that the Ministry approve the creation of a Child and Family Support Centre through the renovation of existing classroom spaces in the school;
- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for renovation funding at the existing capital benchmark amounts

Priority 12

St. Elizabeth Seton Catholic School - Child and Family Support Centre

- St. Elizabeth Seton Catholic School was constructed in 1995 with a two room child care centre. A Full Day Kindergarten project in 2013 consolidated space within the school to create 4 larger kindergarten rooms. While the school has had portables on site over the last three years as a result of the closure and consolidation of students from St. Marguerite Bourgeoys Catholic School, there will be space within the school to add a Child and Family Support Centre;
- Staff will request that the Ministry approve the creation of a Child and Family Support Centre through the renovation of existing unused classroom space in the school;

To: Board of Trustees

Re: Ministry of Education 2016 Capital Project Funding Submission

Date: June 13, 2016

- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for renovation funding at the existing capital benchmark amounts.

Priority 13

St. Monica Catholic School - Child and Family Support Centre

- St Monica Catholic School was constructed in 1987 and has received a subsequent addition. The current child care programming on site is provided through shared space for before and after school programs. There is a need to seek additional space for a Child and Family Support Centre to serve the west end of the region;
- Staff will request that the Ministry approve the creation of a Child and Family Support Centre through the renovation of existing unused classroom space in the school;
- This project if approved will reduce the capacity at the school by up to 46 pupil places;
- The Board is requesting approval from the Ministry for renovation funding at the existing capital benchmark amounts.

NEXT STEPS

Staff will complete the required steps for each submission and prepare a business case for each project in accordance with the Ministry of Education Capital Priority Submission deadlines. Following Ministry approval(s) staff will return to the Board of Trustees with additional information.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Long Term Accommodation Plan 2016-2020 Update**

Origin: Bob Camozzi, Superintendent of Education, Facilities Services
Lewis Morgulis, Manager of Planning, Admissions & Partnerships

RECOMMENDATIONS

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive as information the report entitled Long Term Accommodation Plan 2016-2020 Update dated June 13, 2016."

RATIONALE

Overview

On January 19, 2016 the Board of Trustees received the Long Term Accommodation Plan 2016-2020 (LTAP) report and approved the guiding principles and actions to be undertaken. This report provides updated information to the Board of Trustees summarizing the status of projects undertaken to date.

For all actions within the plan that have already received approvals from the Board, the proposed year of opening and/or implementation is listed (for example the opening of the addition to St James Catholic School which is planned for January 2017). For actions that require approval from the Board of Trustees, staff will prepare reports in accordance with the requirements of the relevant Policies and Administrative Procedures for consideration by the Board of Trustees.

To: Board of Trustees
Re: Long Term Accommodation Plan 2016-2020 Update
Date: June 13, 2016

Proposed actions listed within the LTAP that are subject to approval and/or funding from the Ministry of Education, require the Board to submit requests to, and receive approvals and funding from, the Ministry of Education. As such, the timing of the projects listed within the plan may be impacted by the timing of Ministry approvals and funding announcements.

Where appropriate, some projects are the subject of specific reports to the Board of Trustees and are addressed in detail under separate cover.

PROPOSED ACTIONS BY YEAR

2016

1. Review Pupil Accommodation in Port Perry;
2. Purchase the Unnamed North Oshawa Catholic Secondary School site (subject to Ministry approval and funding);
3. Purchase the Unnamed North Oshawa Catholic Elementary School site;
4. Review a potential three board partnership for programming at Holy Family Catholic School;
5. Prepare a comprehensive review of the optimal programs and service delivery models for Catholic Secondary Schools in Whitby;
6. Complete the disposition of the Unnamed Whitby Shores Catholic Elementary School site;
7. Review the boundaries for the new Seaton community in Pickering;
8. Request Ministry funding approval for the replacement of Monsignor Paul Dwyer Catholic High School in Oshawa by resubmitting the proposal for the upcoming capital submission in July of 2016 with consideration for options and grade configurations;
9. Request Ministry funding approval for the replacement of St. Marguerite D'Youville Catholic School and;
10. Request Ministry funding approval for the construction of the Unnamed Brooklin grade 7 to 12 Catholic Secondary School.

To: Board of Trustees
Re: Long Term Accommodation Plan 2016-2020 Update
Date: June 13, 2016

2017

1. Open the new 6 classroom addition and major renovations at St. James Catholic School;
2. Open the new gymnasium addition at Monsignor J. Pereyma Catholic Secondary School (subject to Ministry approval);
3. Open a new Child Care Centre at St. Josephine Bakhita Catholic School;
4. Open a new Child Care Centre at Father Fenelon Catholic School;
5. Open a new Child Care Centre at St Kateri Tekakwitha Catholic School;
6. Complete the disposition of the former St. Gertrude Catholic School;
7. Purchase the Unnamed Seaton #1 Catholic Elementary School site in Pickering;

Review Pupil Accommodation in Port Perry

On January 25, 2016 the Board of Trustees received the Initial Staff Report which recommended the creation of a Modified Accommodation Review. In accordance with Policy PO-430 Pupil Accommodation Review staff held a public meeting on March 9, 2016, and completed the Final Staff Report which was posted to the Board's web site on April 1, 2016. A Public meeting to receive delegations was held on April 19, 2016. On May 4, 2016 the Board of Trustees concluded the Modified Accommodation Review and closed Immaculate Conception Catholic School effective June 30, 2016. The transition plan is being carried out to consolidate the two schools.

Unnamed North Oshawa Catholic Secondary School Site

A new Catholic Secondary School site is required to facilitate the relocation and reconstruction of the existing Monsignor Paul Dwyer Catholic High School for 2019. The subject lands are located on the East side of Harmony Road, north of Coldstream Drive in the City of Oshawa.

Following the initiation of the LTAP the Board sought approval from the Ministry of Education for funding to purchase the site with funding from the Ministry. The Ministry reviewed the Board's request and has determined that the Board should include this request along with the replacement of Monsignor Paul Dwyer Catholic High School for consideration in the upcoming Capital request cycle. The business case is being prepared for submission to the Ministry on July 15, 2016.

To: Board of Trustees
Re: Long Term Accommodation Plan 2016-2020 Update
Date: June 13, 2016

Unnamed North Oshawa Catholic Elementary Site

The Board has an option agreement with two developers to purchase the Catholic Elementary School Site in the Windfield Planning community in the City of Oshawa. This site is located north of Conlin Road and East of Simcoe Street North on lands owned by two adjacent developers. The process to purchase the two parcels of land from the developers is currently underway.

Review Potential Partnership for Holy Family Catholic School

There has been no change since the last update and the Board will continue to monitor both accommodation processes.

Catholic Secondary School Program Review in Whitby

Staff commenced a review of several potential programs and service delivery models that can be located at one or more Catholic Secondary Schools in the Town of Whitby. The first meeting with staff was held May 9th, 2016 at the Board office. The mandate of the study is to address existing and projected surplus capacity in both secondary schools. A review process with school representation has commenced. A public meeting to receive community and parent input was held on May 31, 2016. The next meetings with the working committee and public will take place in September.

Boundary Review for the Seaton Community

The Board has identified four future Catholic Elementary School sites and one Catholic Secondary School site to serve the Seaton Community. With the resolution of planning and servicing issues within the Seaton community new growth and development are anticipated within two years.

Staff presented a report to the Board of Trustees on May 24, 2016 to establish permanent boundaries for the Seaton community "in principle" and to create interim boundaries for the Seaton Community in accordance with Board Policy PO-415. A public meeting will be scheduled for September 2016 to receive public input.

Request Ministry funding to replace of St. Marguerite D'Youville Catholic School

The Board will include this request in the upcoming Capital request cycle. The business case is being prepared for submission to the Ministry on July 15, 2016.

To: Board of Trustees
Re: Long Term Accommodation Plan 2016-2020 Update
Date: June 13, 2016

Request Ministry funding to construct the Unnamed Brooklin Catholic Secondary School

The Board will include this request in the upcoming Capital request cycle. The business case is being prepared for submission to the Ministry on July 15, 2016.

Request Ministry funding to construct the Replacement of Monsignor Paul Dwyer Catholic High School

The Board will include this request in the upcoming Capital request cycle. The existing school facility has been assessed and a business case is being prepared for submission to the Ministry for July 15, 2016.

Open the addition and major renovations at St. James Catholic School

Moffet and Duncan Architects have been appointed to complete the design works at St. James Catholic School. The tender for the project has been issued by the architect and closes on June 21, 2016. Construction at St. James Catholic School will commence in July 2016. Given the complexity of the addition and renovations certain elements will be completed for September 2017.

Open the new gymnasium addition at Monsignor J. Pereyma Catholic Secondary School

MC Architects were retained to design the addition and renovations at Monsignor John Pereyma Catholic Secondary School. The Board tendered the project in March 2016, and following the close of tenders, awarded the project to Gerr Construction in April 2016. The permanent gymnasium addition is under construction.

Open a new Child Care Centre at St. Josephine Bakhita Catholic School;

Moffet and Duncan Architects have been appointed to complete the design of a new Child Care Centre at St. Josephine Bakhita Catholic School. The tender for the project was issued by the architect and closes on June 17, 2016. Construction is scheduled to commence in July 2016. The project remains on track for a January 2017 completion.

Open a new Child Care Centre at Father Fenelon Catholic School;

WalterFedy Architects have been appointed to complete the design of a new Child Care Centre at Father Fenelon Catholic School. The Board tendered the project in May 2016. The project remains on track for a January 2017 completion.

To: Board of Trustees

Re: Long Term Accommodation Plan 2016-2020 Update

Date: June 13, 2016

Open a new Child Care Centre at St Kateri Tekakwitha Catholic School;

WalterFedy Architects have been appointed to complete the design of a new Child Care Centre at St. Kateri Tekakwitha Catholic School. The Board tendered the project in May 2016.

Complete the disposition of the former St. Gertrude Catholic School;

Board staff completed the due diligence work to finalize the sale of the former St Gertrude Catholic School.

Unnamed Seaton #1 Catholic Elementary School

Board staff are currently working with the City of Pickering, Snyder Architects, and Cosburn Giberson Landscape architects to undertake a detailed review of the first school site and plan out all required elements on site. A facility fit exercise will be completed by staff that will assist in the design of the new school.

Next Steps

Staff will bring updates to the Board of Trustees on a monthly basis for all of the actions in the LTAP, and individual reports as required through the specific policies that drive those actions.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Re: **Whitby Catholic Secondary Schools Study**

Origin: Tracy Barill, Superintendent of Education – Teaching and Learning
John Mullins, Superintendent of Education – Student Success

RECOMMENDATIONS

Moved by _____, seconded by _____

<p>“THAT the Durham Catholic District School Board receive and file as information the Whitby Catholic Secondary Schools Study Update dated June 13, 2016.</p>
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Purpose

The purpose of this report is to provide the Board of Trustees with an update on the Catholic Secondary School Study which has been initiated in accordance with the actions outlined in the Long Term Accommodation Plan adopted by the Board on January 19, 2016.

Meetings of Staff

Since the update of May 24, 2016, staff who are resourcing the Whitby Catholic Secondary Schools Study have met on May 25th to plan and prepare for the public consultation session that was held on May 31st, 2016.

Communications

During the Week of May 9, 2016 a letter was sent home to families in all of our Whitby schools advising them of the public consultation to take place at All Saints Catholic Secondary School on May 31st, 2016 at 7pm and inviting them to attend.

Additionally, the consultation session was advertised in the local community newspapers inviting interested members of the public to attend.

The webpage for the Whitby Secondary School Study continues to be updated with current documents, including the power point presentation from the public consultation.

To date, no community input has been received via the designated email or designated phone line.

Public Consultation – May 31, 2016

On May 31st, 2016 at 7pm a public consultation was held at All Saints Catholic Secondary School. Staff facilitating the session included:

- G. O'Reilly – Superintendent – Central Family of Schools
- T. Barill – Superintendent – Teaching and Learning (Committee Co-chair)
- J. Mullins – Superintendent – Student Success (Committee Co-chair)
- B. Camozzi – Superintendent – Facilities Services
- L. Morgulis – Manager – Planning, Admissions and Partnerships
- C. Henry – Supervisor - Community Use of Schools and Partnerships
- Lori Jones – Senior Administrative Assistant
- Lorrie MacIntosh – Senior Administrative Assistant

There were 42 people in attendance.

The agenda for the consultation was as follows:

- Welcome, Introductions and Prayer
- Setting the Context
- Background Data
- Secondary School Program Synopsis
- Potential Options
- Opportunity for Input
- Next Steps

Half of the two-hour meeting was used for the presentation of information and half was dedicated to collecting input from the participants.

(see attached minutes – appendix 1)

Next Steps

- Staff will review all information gathered to date and develop a research plan to address ideas which have been brought forward.
- Staff will review all questions submitted at the public consultation and post questions and responses on the Whitby Secondary Schools Study webpage
- Working Committee Meeting – September 27, 2016 – Catholic Education Center
- 2nd Public Consultation – October 13, 2016 – Father Leo Austin Catholic Secondary School



Appendix 1

Durham Catholic District School Board

MINUTES of the **Whitby Secondary Schools Community Consultation** of the Durham Catholic District School Board which was held at All Saints Catholic Secondary School, 3001 Country Lane, Whitby, on **Tuesday, May 31, 2016.**

<u>Board staff:</u> Tracy Barill Jennifer Bastarache Bob Camozzi T. Chapman, Trustee Claudia Henry Lori Jones Lorrie MacIntosh Lewis Morgulis John Mullins Ryan Putnam Gerry O'Reilly Ronald Rodriguez Amanda Roffey	<u>Principals:</u> Kevin Bell Kathryn Hadden Gerry Huxter Mark Lacy Andrew Oliver Paul Perron Colleen Strong
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Welcome and Opening Prayer

Superintendent O'Reilly welcomed everyone at 7:05 p.m. He offered the opening prayer and special intentions were provided.

Setting the Context of the Study

Superintendent Barill provided context on the Whitby Secondary Schools Study. The aim of this study is to prepare a comprehensive review of the optimal programs and service delivery models for Catholic Secondary Schools in Whitby. Early next year, Jan/Feb 2017 recommendations from this study will be brought to the Board of Trustees.

Background Data Regarding the Study

L. Morgulis provided a brief outline regarding the Board's Long Term Accommodation Plan (LTAP) and the aims of the Whitby Secondary Schools Study. There are three factors impacting the number of students who attend both All Saints CSS and Father Leo J Austin CSS:

1. The total number of Catholic grade 8 student in Whitby
 2. The proportion of those students who attend a Durham Catholic Secondary School
 3. The number of Open Access students choosing to attend from other Boards.
- L. Morgulis then further expended on these factors.

Synopsis of Secondary School Programs

Superintendent Mullins outlined secondary compulsory requirements for obtaining an OSSD as well as the process for creating a timetable for a small vs. large secondary school.

Options Available to the Board

L. Morgulis provided an overview of the various options the Board can explore and their impact on the community.

Providing Input Into the Study and Options

Chart paper and markers were distributed to the tables and groups were asked to answer the following three questions:

1. From all the data presented tonight, is there anything you do not understand or would like to have further clarified?
2. As you are considering secondary school choices for your children, what is more important to you? (i.e.: courses, space, location, etc.)
3. What program offerings do you believe would further enhance the secondary school experience in Whitby?

Questions and answers were collected. These questions and answers will be posted on the Board website.

Exploring Possible Options: Using three colored dots, participants were asked to select three of the possible options they wanted the Board to consider in undertaking this study. (3 colored stickers were provided to identify first, second and third choices).

Next Steps

The next meeting will be a working meeting for the Whitby Secondary Schools Study at the CEC, Conference Centre on September 27, 2016. The next Public Consultation will be held October 13, 2016 at Fr. Leo J. Austin Catholic Secondary School.

Adjourned

The Whitby Secondary Schools Study Community Consultation adjourned at 9:00 p.m.

Tracy Barill
Superintendent of Education

John Mullins
Superintendent of Education



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Policies and Administrative Procedures**

RECOMMENDATIONS

Roster of Policies and Administrative Procedures

Moved by seconded by

"THAT the Durham Catholic District School Board receive and file as information the Current Roster of Policies and Administrative Procedures – June 13, 2016."

Workplace Violence Policy – Annual Review

Moved by , seconded by

"THAT the Durham Catholic District School Board approve the Annual Review of the Workplace Violence Policy (PO324)."

Workplace Violence Prevention Administrative Procedure – Annual Review

Moved by , seconded by

"THAT the Durham Catholic District School Board receive and file as information the Annual Review of the Workplace Violence Prevention Administrative Procedure (AP324-1)."

To: Board of Trustees
Re: Policies and Administrative Procedures
Date: June 13, 2016

Page 2

Occupational Health and Safety Policy – Annual Review

Moved by , seconded by

“THAT the Durham Catholic District School Board approve the Annual Review of the Occupational Health and Safety Policy (PO318).”

RATIONALE

As per attached.

AOB/BC/eb
Attach.



Current Roster of Policies and Administrative Procedures 2015-2016

DEPARTMENT	TITLE	POLICY/ADMIN. PROCEDURE	IDENTIFIED	DRAFTING	ADMIN. COUNCIL	BOARD -1 st READING (P) -FOR INFO. (AP)	BOARD -2 ND READING (P) -FOR INFO. (AP)	LEGAL COUNSEL INPUT	BOARD -3 rd READING (P) -FOR INFO (AP)	DISTRIBUTION
						COMMUNITY INPUT				
GOVERNANCE	Freedom of Information and Privacy	PO201	X	X	X	X	X		X	
	Children's Aid Society Data Sharing Protocol	AP201-1	X	X	X	X	X		X	
	Privacy Breach Protocol	AP201-2	X	X	X	X	X			
	Naming of Catholic Schools	PO203	X	X	X	X				
	Naming of Catholic Schools	AP203-1	X	X	X	X				
	Catholic School Councils	PO211	X	X	X					
	Catholic School Councils	AP211-1	X	X	X					
	Catholic School Council Committees	AP211-2	X	X	X					
	Catholic School Council Constitution	AP211-3	X	X	X					
	Board Award of Merit	PO209	X							
	Board Award of Merit	AP209-1	X							
OPERATIONS	Records Management	AP	X	X						
	Control of Keys to Bd. Owned Bldgs	PO403	X	X	X	X	X		X	
	School Playground Equipment	PO406	X	X	X	X	X		X	
	Approval of Proposals for Purchase and Install. of School Playgrd Equip.	AP406-1	X	X	X	X	X		X	
	Safety Inspec. Program for School Playground Equip.	AP406-2	X	X	X	X	X		X	
	Emergency Preparedness	PO414	X	X	X	X	X		X	
	Evacuation of a School in the Event of an Emergency	AP414-3	X	X	X	X	X		X	
	Bomb Threat Response	AP414-4	X	X	X	X				
	Power Failure	AP414-5	X	X	X	X	X		X	
	Severe Weather	AP414-6	X	X	X	X	X		X	
	Use of a School as an Evac. Centre	AP414-7	X	X	X	X	X		X	
	Emergency Notification Procedure	AP414-8	X	X	X	X	X		X	

DEPARTMENT	TITLE	POLICY/ADMIN. PROCEDURE	IDENTIFIED	DRAFTING	ADMIN. COUNCIL	BOARD -1 st READING (P) -FOR INFO. (AP)	BOARD -2 ND READING (P) -FOR INFO. (AP)	LEGAL COUNSEL INPUT	BOARD -3 rd READING (P) -FOR INFO (AP)	DISTRIBUTION
						COMMUNITY INPUT				
OPERATIONS (Cont'd)	Natural Gas, Chemical or Hazardous Material Leak/Spill	AP414-9	X	X	X	X	X		X	
	Emergency Evac. Of Students Requiring Specialized Assistance	AP414-10	X	X	X	X	X		X	
	Video Surveillance Systems	PO432	X	X	X	X	X		X	
	Video Surveillance Systems	AP432-1	X	X	X	X	X		X	
	Commercially Bottled Water	AP433-2	X	X						
	Lockdown and Hold and Secure	AP414-11	X	X	X	X				
	Anti-Spam	PO444	X	X						
	Anti-Spam	AP444-1	X	X						
	Opening Exercises	PO417	X							
	Opening Exercises	AP	X							
	Ontario Student Record (on hold pending MOE direction)	PO418	X							
	Ontario Student Record (on hold pending MOE direction)	AP418-1	X							
	Pupil Accommodation Review	PO430	X	X	X	X	X		X	
	Pupil Accommodation Review	AP430-1	X	X	X	X	X		X	
	Community Planning and Partnerships	PO435	X	X	X	X	X		X	
	Community Planning and Partnerships	AP435-1	X	X	X	X	X		X	
	Community Concern Protocol	PO443	X	X	X	X	X		X	
	Accident/Personal Injury	AP414-2	X	X	X	X	X			
	Use of Service Animals by Gen. Public	AP434-6	X	X	X	X	X			
	Use of Service Dogs by Students in Schools	AP434-7	X	X	X	X	X			
Student Fees for Learning Materials and Activities	PO444	X	X							
Student Fees for Learning Materials and Activities	AP444-1	X	X							
PROGRAM & INSTRUCTION	Modified Calendar		X							
	Environmental Education	PO523	X	X	X	X	X		X	
	Environmental Education	AP523-1	X	X	X	X	X		X	
	Supervised Alternative Learning (SAL)	PO513	X	X	X	X	X			
	Supervised Alternative Learning (SAL)	AP513-1	X	X	X	X	X			

DEPARTMENT	TITLE	POLICY/ADMIN. PROCEDURE	IDENTIFIED	DRAFTING	ADMIN. COUNCIL	BOARD -1 st READING (P) -FOR INFO. (AP)	BOARD -2 ND READING (P) -FOR INFO. (AP)	LEGAL COUNSEL INPUT	BOARD -3 rd READING (P) -FOR INFO (AP)	DISTRIBUTION
HUMAN RESOURCES	Disability Management	P	X	X	X					
	Disability Management	AP	X	X	X					
	Employees Elected to Public Office	PO301	X	X	X	X	X		X	
	Employee Conflict of Interest	AP317-1	X	X	X					
	Appl. to Interim Leadership Position	AP451	X	X	X					
	Application to the Leadership Position of Curriculum Chair	AP325-1	X	X	X					
	Application to the Leadership Position of Consultant/Coordinator	AP325-2	X	X	X					
	Workplace Harassment (Annual Review)	PO320	X	X	X	X				
	Workplace Harassment (Annual Review)	AP320-1	X	X	X	X				
	Workplace Violence (Annual Review)	PO324								
	Workplace Violence Prev (Annual Review)	AP324-1								
	Occupational Health and Safety (Annual Review)	PO318								
	Lockout/Tagout	AP318-5	X	X	X	X	X		X	
	Personnel File: Review by Employee	AP401	X							
	Employee and Family Assistance Prog	PO304	X	X	X	X				
STUDENT CONDUCT & SAFETY	Student Attendance (Annual Review)	PO613	X	X	X				X	
	Student Attend. – Elem. (Annual Review)	AP613-1	X	X	X				X	
	Student Attend. – Sec. (Annual Review)	AP613-2	X	X	X				X	
	Asthma Friendly Schools	PO615	X	X	X	X	X		X	X
	Asthma Friendly Schools	AP615-1	X	X	X	X	X		X	X
	Access to School Premises	PO604	X	X	X	X	X			
	Access to School Premises	AP604-1	X	X	X	X	X			
STUDENT SERVICES	Educational Research in Schools	PO802	X	X	X	X	X		X	
	Educational Research in Schools	AP802-1	X	X	X	X	X		X	
	Dist. Of Written/Verbal Survey Mater.	PO803	X	X	X	X	X		X	
	Inclusion	PO804	X	X	X	X	X		X	
	Administration of Oral Medication	AP804-1	X	X	X	X	X			



Durham Catholic District School Board

"The Board"

Policy

No changes

Title: Workplace Violence	Policy #: PO324
Policy Area:	Human Resources and Administrative Services
Source:	Superintendent – Human Resources and Administrative Services
Date Approved:	January 24, 2011
Dates of Amendment:	November 12, 2012
Date of Annual Review:	May 11, 2015

1.0 Introduction

The Durham Catholic District School Board is committed to the promotion of the values of respect, dignity and fairness for all. The Board believes that in adhering to these values there can be no tolerance of violence in the work or learning environment. The Durham Catholic District School Board recognizes that violence and threat of violence are a serious hazard to its employees and is committed to protecting workers from workplace violence from all sources, preventing and controlling such risks in its workplace.

2.0 Definitions

Joint Health and Safety Committee (JHSC) is a committee composed of employees who represent the workers and the Board. The Committee is committed to improving health and safety conditions in the workplace. The Committee identifies health and safety issues and brings these matters to the employer's attention. Members of the Committee must be kept informed of health and safety developments in the workplace.

Reprisal is defined as any act of retaliation, either direct or indirect.

Sexual assault is touching of a person in a sexual manner without the informed and valid consent of the person touched.

Threat is any statement, act or communication intended or apparently intended to intimidate a person, in circumstances where the person threatened believes, or has reasonable grounds to believe, the threat may be carried out.

Workplace The workplace is any place where employees perform work or work-related duties or functions. Schools and school related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the direction of this Policy.

2.0 **Definitions** (Cont'd)

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace that causes or could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

3.0 **Purpose**

It is the purpose of this Policy and related Administrative Procedure to support a safe working environment through implementation of effective measures to prevent and address violence in the workplace.

4.0 **Application/Scope**

- The Workplace Violence Policy applies to all Board employees and trustees, as well as other individuals including clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who work on or are invited onto Board premises. The provisions of this Policy also apply to workplace violence by such persons which is proven to have repercussions that adversely affect the Board's working and learning environment.
- This Policy is to be interpreted and applied in conjunction with all other applicable Board policies and practices having to do with employee conduct, including, but not limited to, workplace harassment and school safety.
- The rights of students to a respectful working and learning environment, free from violence, are addressed under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct as well as Board and School Codes of Behaviour. The Occupational Health and Safety Act (OHSA) Sec. 32.0.1, covers harassment and risks of workplace violence that may arise because of student and/or staff behaviours. This Policy, therefore, applies in appropriate circumstances.

5.0 **Principles**

- The Board recognizes that behaviour within our school communities should be in accordance with the Gospel values of Jesus Christ, the Board's Mission Statement, and the requirements set forth by the *Occupational Health and Safety Act* and the applicable regulations.
- The Board recognizes that all forms of violence are unacceptable behaviours.

5.0 **Principles** (Cont'd)

- The Board is committed to the provision of working and learning environments that are free of any form of violence and that are safe, secure, harmonious and sensitive to the needs and well-being of all employees, students, volunteers and visitors.
- The Board acknowledges that victims of violence will be supported by the provisions of enacted legislation and the requirements of Board policy and administrative procedures.
- The Board recognizes that workplace violence adversely affects healthy relationships, the school climate, and other working environments.
- The Board recognizes that workplace violence will not be accepted on school property, at school-related activities in schools with locations related to Board business sponsored programs or events, on school buses, or in any other circumstances where engaging in violence will have a negative impact on the working and learning environment.
- The Board will comply with Privacy and Access legislation in protecting confidentiality of the Workplace Violence process and of all parties involved to the extent possible.

6.0 **Requirements**

1. The Director of Education shall issue administrative procedures to support this Policy and amend them thereafter as the need may arise.
2. The Board, in consultation with the Joint Health and Safety Committee, will develop, implement, and maintain a workplace violence prevention and intervention program, which will include training and educating employees. This program will include:
 - i) a workplace violence risk assessment protocol which will identify and mitigate areas of potential risk of workplace violence.
 - ii) procedures to follow in order to control risks of workplace violence identified through the risk assessment, as likely to expose an employee to physical or other form of injury;
 - iii) procedures to summon immediate assistance when workplace violence occurs or is likely to occur;
 - iv) measures that employees must take to report incidents of workplace violence to the Board or their supervisor;
 - v) the Board process for investigating and responding to incidents or complaints of workplace violence.

6.0 **Requirements** (Cont'd)

3. The Board, in consultation with the Joint Health and Safety Committee, will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work in accordance with the provisions of the *Occupational Health and Safety Act*. The risks of workplace violence will be reassessed as often as necessary to ensure that this Policy and the related program continue to protect employees from workplace violence.
4. The Board will advise the Joint Health and Safety Committee of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.
5. The Board will clearly define roles and responsibilities of stakeholders, including Board/school administrators, principals/vice principals, managers, supervisors and employees in preventing, reporting and responding to workplace violence.
6. The Board will provide an employee with information and instruction that is appropriate for the employee on the contents of the Policy and program with respect to workplace violence and any other prescribed information or instruction.
7. The Board will not disclose more personal information than is reasonably necessary to protect employees' safety and security. The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if the employee can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury.
8. The Board will take every reasonable precaution to protect the employee if the Board becomes aware or ought reasonably to be aware of domestic violence that is likely to expose an employee to physical injury may occur in the workplace.
9. This Policy and the Occupational Health and Safety Act prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisals, or further violence. False, malicious and vexatious accusations, however, will face corrective and remedial action.
10. As part of an internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions.
11. With respect to employees, the Board's progressive discipline may be applied concerning any unsafe behaviour and particularly concerning behaviour that is described in the definition of "workplace violence" above.
12. All complaints and reports of violence will be treated seriously, will be investigated thoroughly and fairly, and will be dealt with accordingly. Every attempt will be made to maintain confidentiality and all investigations will be conducted adhering to any applicable provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

6.0 **Requirements** (Cont'd)

13. The Policy concerning workplace violence will be posted at a conspicuous place in the workplace.
14. The Board will review the Policy with respect to workplace violence as often as is necessary, but at least annually in consultation with the Joint Health and Safety Committee.
15. All employees will be required to acknowledge their review of the Workplace Violence Policy and Administrative Procedure on an annual basis in accordance with the Policy Development and Implementation Administrative Procedure (AP210-1).

7.0 **Sources**

- Statutes and Regulations
- Criminal Code (Canada)
- Ontario Human Rights Code
- Ontario Occupational Health and Safety Act
- Education Act
- Teaching Profession Act
- Ontario College of Teachers Act
- Canadian Charter of Rights and Freedoms
- Antiracism and Ethno Cultural Equity (Education Act, s.8 (1), 29.1)
- Safe Schools Act, 2000
- Education Amendment Act (Progressive Discipline and School Safety), 2007
- Municipal Freedom of Information and Protection of Privacy Act

Ministry of Education Policy/Program Memoranda

- PPM 120 School Board Policies On Violence Prevention In Schools
- PPM 128 Provincial Code of Conduct
- PPM 144 Bullying Prevention and Intervention
- PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

Professional Colleges

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Early Childhood Educators
- College of Psychologists of Ontario
- Ontario College of Teachers
- The Ontario College of Social Workers and Social Service Workers and/or;
- Any other professional colleges or associations recognized under Provincial statutes

8.0 **References**

- Working Alone Protocol, Facilities Services Staff, September 2008
- School Banking Protocol, Business Services, January 2011

9.0 **Related Board Policies and Administrative Procedures**

- Freedom of Information and Protection of Individual Privacy (PO201)
- Employees' Assistance Program Policy (PO304)
- Sexual Harassment Policy (PO307)
- Occupational Health and Safety Policy (PO318)
- Workplace Harassment Policy (PO320)
- Emergency Preparedness Policy (PO414)
- Lockdown Policy (PO436)
- Code of Conduct Policy (PO610)
- Student Discipline Policy (PO611)
- Bullying Prevention and Intervention Policy (PO612)
- Workplace Harassment Administrative Procedure (AP320-1)
- Employee Injury Administrative Procedure (AP414-1)
- Accident/Personal Injury Administrative Procedure (AP414-2)
- Lockdown Administrative Procedure (AP436-1)
- Handling Racial/Ethnic Incidents Administrative Procedure (AP570)
- Student Protection Administrative Procedure (AP607-1)
- Code of Conduct Administrative Procedure (AP610-1)
- Student Discipline Administrative Procedure (AP611-1)
- Bullying Prevention and Intervention Administrative Procedure (AP612-1)

Related Sources

- Ontario Ministry of Labour, Health and Safety Guidelines, *Workplace Violence and Harassment: Understanding the Law*, March 2010
- Ontario Education Services Corporation, *Resources for Implementing Bill 168*, April 2010
- Catholic Consortium, *Workplace Violence Policy – General*, March 26, 2010



Durham Catholic District School Board

"The Board"

Administrative Procedure

No changes

Title: Workplace Violence Prevention	Procedure #: AP324-1
Administrative Area:	Human Resources and Administrative Services
Policy Reference:	Workplace Violence (PO324)
Date Approved:	January 24, 2011
Dates of Amendment:	November 12, 2012
Date of Annual Review:	May 11, 2015

1.0 **Purpose**

It is the purpose of this administrative procedure and related policy to support a safe working environment through implementation of effective measures to prevent and address violence in the workplace.

2.0 **Definitions**

Incident as it applies to this program, includes any and all events in which any act of violence is recognized as being applicable to a circumstance on Durham Catholic District School Board (DCDSB) property or associated with DCDSB activities and their employees.

Joint Health and Safety Committee (JHSC) is a committee composed of employees who represent the workers and the Board. The Committee is committed to improving health and safety conditions in the workplace. The Committee identifies health and safety issues and brings these matters to the employer's attention. Members of the Committee must be kept informed of health and safety developments in the workplace.

Reprisal is defined as any act of retaliation, either direct or indirect.

Sexual assault is touching of a person in a sexual manner without the informed and valid consent of the person touched.

Threats are any statements, acts, or communication intended or apparently intended to intimidate a person, in circumstances where the person threatened believes, or has reasonable grounds to believe, the threat may be carried out.

Workplace is any place where employees perform work or work-related duties or functions. Schools and school related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the direction of this policy.

2.0 **Definitions** (Cont'd)

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace that causes or could cause physical injury to the worker,
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

3.0 **Procedures**

3.1 **Risk Assessment and Prevention**

3.1.1 **Assessment of the Risks of Workplace Violence**

3.1.1.1 The Board, in consultation with the Joint Health and Safety Committee (JHSC), will assess the varying degrees of potential exposure of the Board's employees to violence in the workplace and support a workplace violence prevention program.

3.1.1.2 The Board, in consultation with the JHSC, will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work in accordance with the provisions of the *Occupational Health and Safety Act* (OHSA).

3.1.1.3 The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and program continue to protect employees from workplace violence. The assessments and reassessments will take into account:

- circumstances that would be common to similar workplaces; and
- circumstances specific to the workplace.

3.1.1.4 Circumstances that would be common to schools of the Board are:

- the existence of potential risks due to interactions with the public, students, parents and employees; and
- the existence of protocols between the Board and the Durham Region Police Services (DRPS) or other police services

3.1.1.5 The Board shall advise the JHSC of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.

3.0 **Procedures** (Cont'd)

3.1 **Risk Assessment and Prevention** (Cont'd)

3.1.2 **Prevention Strategies – Students and Curriculum**

To further its mission to provide students with a quality Catholic education rooted in the Gospel teachings, the DCDSB is committed to ensuring that violence prevention is incorporated into the curriculum and all school routines for students from junior kindergarten to the end of secondary school.

3.1.3 **Prevention Strategies – Physical Environment**

3.1.3.1 The Workplace Violence Prevention Program requires that administrators, principals, supervisors and workers take preventative measure aimed at reducing the risk of possible workplace violence. Such measures include but are not limited to the following:

- Reviewing the need for controlled entry points at the worksite;
- Controlling, managing and restricting internal access (i.e., keys/authorized personnel) to vital areas of operation at the worksite;
- Controlling and managing external access (i.e., keys/locks) at the worksite;
- Ensuring that there is a check-in process for all visitors at the worksite;
- Controlling and managing parking and fire routes;
- Monitoring internal security by closing doors and windows and turning off computers when not in use, including after-hours operations;
- Reviewing communication systems (i.e., intercoms, walkie talkies, video surveillance, etc.);
- Ensuring that emergency exits, corridors, stairwells and grounds are not blocked;
- Maintaining good housekeeping practices, including proper storage of items;
- Ensuring that classroom(s) and office areas are configured in a manner that does not box in or restrict staff from the exit points;
- Ensuring all graffiti is reported and removed as soon as possible from the worksite;
- Reviewing and assessing lighting at the worksite (inside/outside of building);
- Ensuring all required fire and emergency response drills are conducted on a regular basis;
- Ensuring an annual Fall review is conducted of the Board's Emergency Response Program;
- Training for managers and staff to enable them to identify risks of violence and responses required.

3.0 **Procedures** (Cont'd)

3.1 **Risk Assessment and Prevention** (Cont'd)

3.1.3 **Prevention Strategies – Physical Environment** (Cont'd)

3.1.3.2 Refer to the “Checklist for the Safety and Security of Building and Grounds” in the DCDSB Safe Schools Audit for a comprehensive listing of physical environment measures.

3.1.4 **Prevention Strategies – Staff: Applicable Board Policies, Procedures, Guidelines and Resources that Prevent and Mitigate Workplace Violence**

The DCDSB has in place many measures and procedures for controlling risks that arise from the nature of the workplace, the type of work or the conditions of work at DCDSB, both generally and in particular positions. These incorporate both prevention/mitigation and reporting mechanisms. Refer to the Reference section of this Administrative Procedure for a summary of the measures currently in place.

3.2 **Workplace Violent Incident Reporting**

3.2.1 **Who May Initiate a Complaint?**

3.2.1.1 All employees who are included under section Application/Scope in the Workplace Violence Policy have access to the complaint procedures. Individuals who are victims of workplace violence, including threats of violence, may initiate a complaint. Only individual complaints are permitted. In addition, those who have witnessed workplace violence directly, have received reports of workplace violence or have reasonable grounds/objective evidence to suspect that workplace violence may occur can initiate a complaint.

3.2.1.2 All reports will be signed and dated

3.2.1.3 Each employee has the right and is encouraged to contact their Union/Association for assistance and advice throughout this reporting process. Non-unionized employees are encouraged to consult with the Director of Education or designated Supervisory Officer.

3.2.2 **Reporting**

3.2.2.1 Workplace violence as defined in the Workplace Violence Policy must be reported using the Workplace Violence Incident Report Form 4324 and submitted to the Principal/Supervisor or designate, unless the alleged aggressor is a student.

3.2.2.2 All acts of violence against an employee, by a student must be reported in accordance with Student Discipline policy and supporting administrative procedures.

3.0 **Procedures** (Cont'd)

3.2 **Workplace Violent Incident Reporting** (Cont'd)

3.2.2 **Reporting** (Cont'd)

3.2.2.3 Members of a professional college are required to fulfill the reporting requirements as per their respective code of conduct or legislative obligations.

3.2.2.4 If the supervisor is the party alleged to be responsible for the workplace violence or alleged to condone the workplace violence, the complaint should be reported to that supervisor's superior.

3.2.2.5 The rights of staff and students to a respectful working and learning environment, free from violence or threats of violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited, to the *Education Act* and the Ontario Schools Code of Conduct and codes of behavior. Students, parents and guardians should contact their principal, vice-principal, or, where appropriate, their school superintendent, for clarification on the process to be followed.

3.2.2.6 Other user complainants should report the complaint to the appropriate supervisory or managerial personnel at the Board or, if they require assistance in reporting.

3.2.3 **Timelines for Initiating a Complaint**

All complaints must be reported as expeditiously as possible, but no later than within forty-five (45) calendar days of the most recent incident or threat of workplace violence. Reports of workplace violence filed outside this time frame may be considered by the Director or designate

3.2.4 **Durham Catholic District School Board Reporting**

3.2.1 If an incident of workplace violence were to cause a person to be disabled from performing his/her usual work or to require medical attention, the WSIB/Disability Claims Management Officer or designate would, in accordance with the *Occupational Health and Safety Act (OHSA)*, notify the JHSC and the applicable union/association, if any, within 4 days from the incident.

3.2.2 If an incident of workplace violence were to result in a death or critical injury as defined by the OHSA, the Health, Safety and Wellness Program Coordinator or designate would, in accordance with the OHSA, immediately notify the Ministry of Labour, the JHSC and the applicable union/association, if any. The Health, Safety and Wellness Program Coordinator or designate would then provide the Ministry of Labour with written details of the incident as prescribed within 48 hours.

3.0 **Procedures** (Cont'd)

3.3 **Summoning Immediate Assistance**

3.3.1 **When workplace violence occurs or is likely to occur, employees are encouraged to act immediately and summon assistance. For threats of violence, assaults or other violent incidents, employees should contact their supervisory or managerial personnel, if possible, and/or call 9-1-1- immediately.**

3.3.2 After requesting police involvement and the emergency situation is under the proper control, the particulars of the event must be detailed on the Workplace Violent Incident Report Form 4324 and submitted to the Principal/Supervisor in a timely manner.

3.4 **Workplace Violent Incident Investigations**

3.4.1 **Confidentiality**

3.4.1.1 To protect the interests of all parties involved, confidentiality will be maintained throughout the complaint process to the extent possible under the circumstances, subject to all relevant legal considerations. Witnesses should be informed that supervisory and managerial personnel, in obtaining a statement, will maintain such statement in strict confidence, subject to their ability to conduct a full and thorough investigation.

3.4.1.2 Notwithstanding the above, procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. This may require the disclosure of witness names and statements to the parties, subject to any applicable privacy considerations under the Education Act and Regulations.

3.4.1.3 A complainant has the right to withdraw a complaint at any stage defined in these procedures. The withdrawal must be done in writing. At the same time, the Board may be required to continue to act on the issues identified in the complaint in order to comply with its legal obligations and to address its concerns regarding systemic issues. When the Board determines that the safety of an individual or the community is at risk, it will act to the best of its ability to address this situation. This may mean that the procedures outlined in this policy, including confidentiality, will be set aside.

3.4.1.4 The Board may be required to provide information obtained during an investigation to an outside agency, such as police services, court or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

3.0 **Procedures** (Cont'd)

3.4 **Workplace Violent Incident Investigations** (Cont'd)

3.4.2 **Threshold Assessment**

3.4.2.1 All reports filed under the Workplace Violence Policy will be subject to a threshold assessment to determine whether the alleged conduct would, if proven, meet the definition of workplace violence by the Principal/Supervisor. The Principal/Supervisor will conduct the threshold assessment in consultation with the appropriate Superintendent and the Human Resources and Administrative Services Department.

3.4.2.2 If following this threshold assessment, it is determined that the report of workplace violence filed:

- would not, if true, meet the definition of workplace violence;
- does not provide sufficient details of the alleged incident or threat of workplace violence, provided the complainant is given notice that insufficient details have been provided and given reasonable time to provide sufficient details; or
- is vexatious, frivolous, trivial, or has not been made in good faith or would, if investigated, constitute an abuse of the Workplace Violence Policy,

then the complainant shall be so advised in writing by the Director or designate and no further action shall be taken under these procedures.

3.4.2.3 If the report of workplace violence does meet the definition of workplace violence, then proceed to investigate the incident in accordance with section 3.4.3

3.4.2.4 Where allegations relate to harassment or discrimination on the basis of a ground prohibited by the *Ontario Human Rights Code*, they shall be addressed in accordance with Board policy PO320, Workplace Harassment and Administrative Procedure AP320-1.

3.4.3 **Investigations and Resolutions**

3.4.3.1 Reports of workplace violence deemed to meet the definition through the threshold assessment require an investigation of the complainant's allegations. Investigators will most often be the supervisory staff of the complainant. Principals/Supervisors have the right to assistance and support from their respective Superintendent and/or Human Resources and Administrative Services Department.

3.0 **Procedures** (Cont'd)

3.4 **Workplace Violent Incident Investigations** (Cont'd)

3.4.3 **Investigations and Resolutions** (Cont'd)

3.4.3.2 Informal inquiries and discussion, with the views of the parties being solicited and assessed, may be sufficient depending on the circumstances.

3.4.3.3 The Work Related Incident Investigation Report is to be completed by the Principal/Supervisor in all cases of reported employee injury.

3.4.3.4 Incidents of workplace violence involving a student or students as the alleged aggressor(s) will be investigated in accordance with Student Discipline Policy and supporting administrative procedures.

3.4.3.5 Incidents of workplace violence involving students designated with special needs will be investigated in accordance with Student Services Special Education processes. Refer to the Student Services Ad Hoc Incident Report form if an Educational Assistant is involved.

3.4.3.6 Where the employer becomes aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker (refer to Appendix A).

3.4.3.7 Principals/Supervisors who conduct the investigation shall ensure that the following steps are taken as soon as possible:

- a) Workplace violence incidents are subject to the *Criminal Code of Canada* and may require the Durham Regional Police Services to be contacted.
- b) take appropriate measures to ensure the safety of the complainant;
- c) notify the complainant(s), the respondent(s) and witness(es) that they are entitled to support and assistance throughout the process;
- d) interview the complainant(s);
- e) inform the respondent(s) of the allegations and provide an opportunity for response;
- f) interview witness(es);
- g) interview the respondent(s);
- h) consult with the appropriate Superintendent and Human Resources and Administrative Services Department about findings and determine whether a alleged incident did or did not occur based on a balance of probabilities;

3.0 **Procedures** (Cont'd)

3.4 **Workplace Violent Incident Investigations** (Cont'd)

3.4.3 **Investigations and Resolutions** (Cont'd)

- i) provide a written summary of the findings to the complainant and respondent and given them an opportunity to respond; and
- j) take appropriate action(s) to address the situation.

3.4.3.8 If the respondent declines to participate in the investigative process, the investigation will proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

3.4.4 **Standard of Proof**

The standard of proof to be applied is the balance of probabilities.

3.4.5 **Outcomes in Investigations**

In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records. In cases where the complaint is found to be trivial, vexatious or an abuse of the process, the complainant may be subject to disciplinary action as outlined in section, "Disciplinary Action". However, if there is need to restore positive learning or working environment or if the complainant and/or respondent require counselling, appropriate steps will be taken to meet such needs.

Follow-up possibilities, including but not limited to:

- counselling for the parties;
- application of strategies to restore a positive learning/working environment;
- mediation;
- specific training for the complainant and/or respondent;
- workshops for the staff and/or others in the school/workplace regarding their rights and responsibilities;
- restorative measures;
- permanent separation of respondent and complainant from each other;
- letter of direction/discipline;
- access restrictions;
- employment terminated; and/or
- other measures deemed appropriate in the circumstances.

3.0 **Procedures** (Cont'd)

3.4 **Workplace Violent Incident Investigations** (Cont'd)

3.4.6 **Disciplinary Actions**

3.4.6.1 Employee Respondents

- a) The appropriate supervisor or manager may impose discipline as appropriate and consistent with the circumstances.
- b) The principles of progressive discipline will be applied in dealing with disciplinary actions under this policy. These would include the following possibilities:
 - verbal warning;
 - written reprimand;
 - suspension with pay;
 - suspension without pay;
 - other employment related restrictions; or
 - dismissal for cause from employment with the Board.
- c) Nothing precludes the Board from bypassing lesser forms of discipline where the employee behaviour is egregious.

3.4.6.2 Other Respondents

- a) Actions must be determined as appropriate for the individual situation and may include such responses as a letter of disapproval and caution or warning, a revoking of permits or contracts, an issuing of a trespass warning, or other remedies as provided by the common law and/or the appropriate legislation. The involvement of the Director or designate is recommended in these cases.

3.4.7 **Mediated Resolution**

3.4.7.1 Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agree to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between the parties.

3.4.7.2 Where there is already a report of workplace violence being investigated under these procedures, at any time during the investigation, the parties may agree to hold the investigation in abeyance and attempt to achieve a mediated resolution.

3.0 **Procedures** (Cont'd)

3.4 **Workplace Violent Incident Investigations** (Cont'd)

3.4.7 **Mediated Resolution** (Cont'd)

3.4.7.3 Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. The investigator will request approval to mediate or attain a trained mediator when the parties have expressed an interest in a mediated resolution. In cases where mediation is sought, the Human Resources and Administrative Services Department will make arrangements to obtain the services of a trained mediator.

3.4.7.4 Meetings required for mediation sessions will be scheduled as soon as possible and, where practical, in a time and place convenient for the complainant, the respondent and the mediator.

3.4.7.5 When matters are resolved through mediation, the complainant and the respondent will sign a memorandum of agreement outlining the terms to which they have agreed. Supervisory and managerial personnel will ensure that the terms that the parties have agreed to have been met.

3.4.7.6 Mediation is voluntary and the complainant or the respondent may choose to withdraw at any time.

3.5 **Review/Appeal Process**

3.5.1 Within ten (10) business days of having received the investigator's final written report, the complainant or respondent may request, in writing, to the Director or designate for a review of the Investigator's conclusions and/or report for one or both of the following reasons:

- the investigators did not comply with the procedures; or
- new evidence has become known after the final decision but before the expiry of the ten working days limitation period for requesting a review.

3.5.2 No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s), based on findings of fact, were incorrect.

3.5.3 The reviewer will report its findings to the Director or designate who will affirm or amend a final decision or require that a new investigation be undertaken.

3.0 **Procedures** (Cont'd)

3.6 **Records**

All correspondence and other documents generated under these Procedures must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in the Human Resources and Administrative Services Department. Records will be retained per legislated requirements. Only a record of the negative consequence, warning, caution, or other disciplinary action will be placed in the respondent's personnel file, with a copy to appropriate employee group representative.

3.7 **Misuse of the Workplace Violence Reporting Procedures**

If there is a determination on a balance of probabilities that a report of workplace violence has been filed in bad faith, the investigation process may discontinue and disciplinary action may occur.

3.8 **Reprisals**

Reprisals against individuals because they have reported a complaint are strictly forbidden. Alleged reprisals shall be investigated and, if substantiated, are subject to the same consequences as complaints of harassment.

3.9 **Sharing of Personal Information**

3.9.1 In cases where an individual with a history of violent behavior presents a risk of workplace violence that is likely to expose the employee(s) to physical injury, the Board will provide information related to the risk of workplace violence to employee(s) who can be expected to encounter that person in the course of his/her/their work.

3.9.2 The information provided will include personal information, though no more than is reasonably necessary to protect the employee(s) from physical injury. Such sharing of information is on a need to know basis, is governed by appropriate privacy legislation. Principals, managers and supervisors should seek guidance on this issued from their Superintendent and the Human Resources and Administrative Services Department. Notification of Risk of Injury Form 4324-2 will only be used after consultation with their Superintendent and the Superintendent of Human Resources and Administrative Services.

3.0 **Procedures** (Cont'd)

3.10 **Information and Instruction with Respect to Workplace Violence**

3.10.1 All employees of the Durham Catholic District School Board will be provided information and instruction respecting workplace violence. This will cover the basics of workplace violence and strategies to deal with the issues. It will include, but is not limited to ensuring employees:

- know how to summon immediate assistance;
- know how to report incidents of workplace violence to the employer or supervisor;
- know how the Board will investigate and deal with incidents, threats or complaints;
- know, understand and be able to carry out the measures and procedures that are in place to protect them from workplace violence; and
- be able to carry out any other procedures that are part of the program.

3.10.2 All employees will be made aware of the Workplace Violence Prevention Administrative Procedures. Principals and Supervisors will be supported with resource material suitable for staff meetings. Every fall of each school year, Principals, Supervisors and Superintendents will review with staff the Workplace Violence Policy and Administrative Procedures. Principals shall advise parents/guardians of the Policy and Administrative Procedures within a school newsletter in the fall.

3.10.3 Specialized training will be provided to staff in jobs with a higher risk of violence. For example, Non-Violent Crisis Intervention (NVC/CPI) will be provided annually to any employee as required and determined by their immediate supervisor.

3.10.4 Information and instruction will be repeated:

- when there are significant, non-housekeeping changes to the risks encountered;
- when there are significant, non-housekeeping changes to the workplace violence policy or program;
- when circumstances indicate additional instruction or training is needed such as; and/or
- when procedures are not being followed or workers do not know about them.

3.10.5 **Training Records**

3.10.5.1 The provision of workplace violence information and instruction will be tracked by the Human Resources and Administrative Services Department.

3.0 **Procedures** (Cont'd)

3.10 **Information and Instruction with Respect to Workplace Violence**

3.10.5 **Training Records** (Cont'd)

3.10.5.2 As part of the annual program audit and review described in the section, "Program Audit and Review", workplace violence information and instruction needs and other related workplace policy training needs will be continually assessed and up-dated.

3.11 **Program Audit and Review**

The Board, in consultation with the Joint Health and Safety Committee, will annually review the Workplace Violence Prevention Policy and Administrative Procedures to ensure that they are effective.

4.0 **Sources**

Statutes and Regulations

- Criminal Code (Canada)
- Ontario Human Rights Code
- Ontario Occupational Health and Safety Act
- Education Act
- Teaching Profession Act
- Ontario College of Teachers Act
- Canadian Charter of Rights and Freedoms
- Antiracism and Ethno Cultural Equity (Education Act, s.8 (1), 29.1)
- Safe Schools Act, 2000
- Education Amendment Act (Progressive Discipline and School Safety), 2007
- Municipal Freedom of Information and Protection of Privacy Act

Ministry of Education Policy/Program Memoranda

- PPM 120 School Board Policies On Violence Prevention In Schools
- PPM 128 Provincial Code of Conduct
- PPM 144 Bullying Prevention and Intervention
- PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

Professional Colleges

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Early Childhood Educators
- College of Psychologists of Ontario
- Ontario College of Teachers
- The Ontario College of Social Workers and Social Service Workers and/or;
- Any other professional colleges or associations recognized under Provincial statutes.

5.0 **References**

- Working Alone Protocol, Facilities Services Staff, September 2008
- School Banking Protocol, Business Services, January 2011

6.0 **Related Board Policies and Administrative Procedures**

- Workplace Violence Policy (PO324)
- Freedom of Information and Protection of Individual Privacy Policy (PO201)
- Employees' Assistance Program Policy (PO304)
- Sexual Harassment Policy (PO307)
- Harassment and Discrimination Policy (PO316)
- Occupational Health and Safety Policy (PO318)
- Workplace Harassment Policy (PO320)
- Emergency Preparedness Policy (PO414)
- Lockdown Policy (PO436)
- Code of Conduct Policy (PO610)
- Student Discipline Policy (PO611)
- Bullying Prevention and Intervention Policy (PO612)
- Workplace Harassment Administrative Procedure (AP320-1)
- Employee Injury Administrative Procedure (AP414-1)
- Accident/Personal Injury Administrative Procedure (AP414-2)
- Lockdown Administrative Procedure (AP436-1)
- Handling Racial/Ethnic Incidents Administrative Procedure (AP570)
- Student Protection Administrative Procedure (AP607-1)
- Code of Conduct Administrative Procedure (AP610-1)
- Student Discipline Administrative Procedure (AP611-1)
- Bullying Prevention and Intervention Administrative Procedure (AP612-1)

Related Sources

- Ontario Ministry of Labour, Health and Safety Guidelines, *Workplace Violence and Harassment: Understanding the Law*, March 2010
- Ontario Education Services Corporation, *Resources for Implementing Bill 168*, April 2010
- Catholic Consortium, *Workplace Violence Policy – General*, March 26, 2010

7.0 **Related Forms**

- Workplace Violent Incident Report Form (Form 4324)
- Notification of Risk of Injury Form (Form 4324-2)

8.0 **Appendix**

- Appendix A – Domestic Violence

Appendix A

Domestic Violence

Domestic violence that could occur in the workplace is recognized by the *Occupational Health and Safety Act (OHSA)* as one form of workplace violence. Unlike many risks which may lend themselves to regular and ongoing assessment, the risk of domestic violence taking place in the workplace is much more variable and less easily anticipated. The Durham Catholic District School Board will take every reasonable precaution to protect workers from domestic violence that is likely to expose workers to physical injury in the workplace.

The responsibility for creating and maintaining a workplace environment in which workers are protected from domestic violence that may expose workers to physical injury in the workplace rests with all workers sharing the workplace.

1.1 Notification

Workers who have information that they or a fellow worker is subject to domestic violence that may expose them or their fellow workers to physical injury in the workplace have a responsibility to inform their supervisor (Workplace Violent Incident Report Form 4324).

The supervisor will treat all such reports in confidence and only disclose to Human Resources and Administrative Services, or others who need to know, information that is necessary for the protection of workers in the workplace.

1.2 Investigation

Supervisors who are informed that there is a worker who may be subject to domestic violence in the workplace must gauge the nature and extent of the threat in consultation with their Family of Schools Superintendent and the Human Resources and Administrative Service Department. This may require the supervisor to interview both the source of the information about the threat, and the worker(s) who may be subject to the risk of domestic violence in the workplace. It may also require more detailed investigations conducted by their respective Superintendent and/or Assistant Superintendent Human Resources and Administrative Services. It is the responsibility of the supervisor to make this contact.

The supervisor may request reasonable documentation from the worker in the circumstances to assess the risks and to put in place precautions to protect the worker. Such documentation may include a copy of a court order, police report or photograph of the alleged perpetrator.

The employer will make available information about supports available for victims of domestic violence. Such supports may include the Employee Assistance Program, community counselling, support groups, shelters, and the police. When possible, supervisors will remind potential victims of domestic violence in the workplace of these resources.

In all circumstances, a supervisor must tell the victim that if they feel at risk of physical harm whether inside or outside the workplace or at home, the worker should contact the police.

1.3 **Actions**

If the threat of domestic violence is from a co-worker or from someone outside the workplace, the supervisor, under advice from Human Resources and Administrative Services/Legal, must take steps to ensure the victim and other workers are protected. Such steps may include, but are not limited to, warnings, employee transfers, informing police, and requesting restraining orders.

**WORKPLACE VIOLENT INCIDENT REPORT FORM**

PRIVATE/CONFIDENTIAL

Note: This incident report is not intended for reporting violent incidents involving students. Please refer to Safe Schools and/or Student Services Policies and Administrative Procedures.

SECTION ONE: EMPLOYEE INFORMATION

Date:	Employee Group/Affiliation: <input type="checkbox"/> ETFO <input type="checkbox"/> Non Union <input type="checkbox"/> APSSP <input type="checkbox"/> OECTA Elementary <input type="checkbox"/> Casual EA,CM, or SCT <input type="checkbox"/> OECTA Secondary <input type="checkbox"/> Chaplain <input type="checkbox"/> OECTA OT <input type="checkbox"/> CUPE EA <input type="checkbox"/> Principal/VP <input type="checkbox"/> CUPE CM <input type="checkbox"/> Superintendent/Director <input type="checkbox"/> CUPE SCT <input type="checkbox"/> Other: _____
Employee Name:	
Position:	
Work Location:	
Supervisor's Name:	Date Reported to Supervisor:

SECTION TWO: DETAILS ON INCIDENT

Site Name:	Site Telephone:
Site Address:	Date and Time of Incident:
Personal Contact Information (Optional): Email: _____	Home telephone: _____ Cell: _____
Alleged Aggressor: <input type="checkbox"/> DCDSB Employee <input type="checkbox"/> Visitor/Guest <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Member of Public <input type="checkbox"/> Other: _____	
Aggressor(s) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female If the aggressor could not be identified please indicate any identifying information (e.g., age, weight, height, hair/eye colour, clothing, complexion, etc.):	
Location of Incident (check all that apply): <input type="checkbox"/> Hallway <input type="checkbox"/> Library <input type="checkbox"/> Gym <input type="checkbox"/> Shop <input type="checkbox"/> Cafeteria <input type="checkbox"/> Washroom <input type="checkbox"/> School Yard <input type="checkbox"/> Stairs <input type="checkbox"/> Office <input type="checkbox"/> Classroom <input type="checkbox"/> Vehicle <input type="checkbox"/> Changeroom <input type="checkbox"/> Playing Field <input type="checkbox"/> Portable <input type="checkbox"/> Field Trip <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____	
Nature of Incident (check all that apply): <input type="checkbox"/> The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker <input type="checkbox"/> An attempt to exercise physical force against a worker, in a workplace that causes or could cause physical injury to the worker <input type="checkbox"/> A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker	
Injuries Sustained: <input type="checkbox"/> None <input type="checkbox"/> Yes (check all that apply) <input type="checkbox"/> Arm <input type="checkbox"/> Hand <input type="checkbox"/> Chest <input type="checkbox"/> Foot <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Back <input type="checkbox"/> Shoulder <input type="checkbox"/> Neck <input type="checkbox"/> Leg <input type="checkbox"/> Other (please specify) _____	

WORKPLACE VIOLENT INCIDENT REPORT FORM 2016-06-13 PM Page 207 of 218

PRIVATE/CONFIDENTIAL

[illegible]



Durham Catholic District School Board

NOTIFICATION OF RISK OF INJURY FORM

The purpose of this form is to meet an employer's duty to provide information to a worker in accordance with the Occupational Health and Safety Act (OSHA) under clause 25(2)(a) and a supervisor's duty to advise a worker under clause 27(2)(a) include the duty to provide information, including personal information, of a person with a history of violent behaviour, if

(a) the worker can be expected to encounter that person in the course of his or her work; and

(b) the risk of workplace violence is likely to expose the worker to physical injury.

Note: Both of these criteria must be met simultaneously.

This form is only to be used after consultation with the Family of Schools Superintendent and the Superintendent of Human Resources and Administrative Services.

Employers must not disclose more information than is reasonably necessary to protect the worker from physical injury.

IDENTIFYING INFORMATION (of person presenting risk to staff)

Name:

Work Location/School:

Department/Room Number:

Position (Staff, Student, Parent/Guardian, Other):

Insert Picture of Person
(staff/student where available)

BRIEF DESCRIPTION OF BEHAVIOUR(S) THAT PRESENTS A RISK TO STAFF**PRECIPITATING FACTORS AND PREVENTION STRATEGIES (if available)**

DO

-
-
-
-

DO NOT

-
-
-
-

EMERGENCY AND INTERVENTION STRATEGIES (if available)

PERSONS CONSULTED BY SITE-BASED MANAGEMENT IN DEVELOPMENT OF NOTIFICATION:

- ☐ FOS Superintendent
 ☐ Vice Principal (if applicable)
- ☐ HR Superintendent
 ☐ Site-Based Manager: (Please Print)
- ☐ Director of Education
 ☐ Resource (specify):

NOTIFICATION OF RISK OF INJURY RECORD**EMPLOYEE SIGNATURE INDICATES THAT THE EMPLOYEE HAS BEEN INFORMED OF (check all that apply)**

- | | |
|---|---|
| <input type="checkbox"/> The risk of injury with respect to the above person; | <input type="checkbox"/> Incident reporting procedures; |
| <input type="checkbox"/> The nature of the behaviour that may present a risk of injury; | <input type="checkbox"/> Procedures to ascertain immediate assistance if necessary; |
| <input type="checkbox"/> Precipitating factors and prevention strategies; | <input type="checkbox"/> A safety plan is on file in the OSR/PST Room |
| <input type="checkbox"/> Emergency and intervention strategies; | <input type="checkbox"/> The obligation to keep this person's private information in strict confidence, in order to comport with privacy legislation. |

DATE	EMPLOYEE NAME	POSITION	EMPLOYEE SIGNATURE	SITE-BASED MANAGER SIGNATURE

☐ Additional list of names attached.

INFORMATION COLLECTION AUTHORIZATION:

The personal information contained on this form has been collected under the authority of the Occupational Health and Safety Act, the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Privacy Act, and Education Act, and will be used to prevent and investigate incidents of workplace violence. The form will be handled with the strictest confidence. Questions pertaining to the collection of this information should be directed to the Superintendent of Human Resources.



Durham Catholic District School Board

"The Board"

Policy

No changes

Title: Occupational Health and Safety	Policy #: PO318
Policy Area:	Human Resources and Administrative Services
Source:	Superintendent – Human Resources and Administrative Services
Date Approved:	February 27, 2006
Dates of Amendment:	June 15, 2015
Date of Annual Review:	

1.0 Introduction

The Durham Catholic District School Board is committed to safe-guarding the health and safety of its employees. To this end, the Board lives out this commitment within the context of the social teachings of the Catholic Church and as faithful witnesses to the Gospel of Jesus.

In keeping with its mission of service, the Board makes every effort to provide a healthy and safe working environment for all its employees.

2.0 Definitions

Employee – is equivalent to “worker” as defined in the Occupational Health and Safety Act and does not include a Trustee of the Board.

Supervisor – is a person who has charge of a workplace or authority over a worker.

Internal Responsibility System – is the concept that workers and employers must share the responsibility of occupational health and safety.

3.0 Purpose

The purpose of this policy is to promote for all employees a healthy and safe working environment that is consistent with the requirements of the Occupational Health and Safety Act, its attendant Regulations and any other applicable legislation.

4.0 **Application/Scope**

This policy applies, but is not limited to all employees, trustees, volunteers, contractors, lessees/lessors, community of school users on all premises under the jurisdiction of the Durham Catholic District School Board.

5.0 **Principles**

5.1 The Board believes that:

- 5.1.1 workplace health and safety is a joint responsibility of the Board and its employees;
- 5.1.2 it has a responsibility to act in compliance with any legislation supporting this policy;
- 5.1.3 the effective implementation of this policy requires the co-operation of all Board employees;
- 5.1.4 the Joint Occupational Health and Safety Committee of the Board has a mandate to promote exemplary health and safety practices across the system.

6.0 **Requirements**

6.1 The Board shall:

- 6.1.1 establish and maintain a Joint Occupational Health and Safety Committee;
- 6.1.2 implement programs and procedures to support the requirements of all health and safety legislation as appropriate;
- 6.1.3 inform all staff of their individual rights and responsibilities as identified in health and safety legislation;
- 6.1.4 in consultation with the Joint Health and Safety Committee, will provide information, develop procedures and provide training to all supervisory staff and other employees as required;
- 6.1.5 ensure that there are the appropriate number of “certified” members of the Joint Occupational Health and Safety Committee as required by the attendant legislation;
- 6.1.6 establish appropriate health and safety inspection programs and reporting procedures;
- 6.1.7 promote an awareness of health and safety issues and the need for the prevention of personal injury in the workplace by providing ongoing information on safe work practices;

6.0 **Requirements** (Cont'd)

6.1 The Board shall: (Cont'd)

- 6.1.8 promote co-operation among all employees in the implementation of programs and procedures;
- 6.1.9 promote the maintenance of safe working environments and effective prevention practices in all workplaces;
- 6.1.10 provide direction to all employees responsible or take appropriate action in the event of incidents in the workplace.
- 6.1.11 establish appropriate monitoring and annual review procedures to assess the effectiveness of this health and safety policy and the program designed to implement it.

6.2 The Director shall:

- 6.2.1 issue administrative procedures to support this policy and to amend them thereafter as the need may arise.

6.3 Supervisors shall:

- 6.3.1 take every precaution reasonable in the circumstances for the protection of a worker;
- 6.3.2 ensure that a worker complies with the Occupational Health and Safety Act and its attendant Regulations;
- 6.3.3 ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker;
- 6.3.4 advise a worker of any potential or actual health and safety dangers known by the Supervisor;
- 6.3.5 take prompt corrective action when hazards are identified and/or arise in the workplace;
- 6.3.6 ensure that a Health and Safety board is situated prominently in a location accessible to all staff, for premises under their jurisdiction;
- 6.3.7 ensure that this Health and Safety Policy be posted on the Health and Safety board on premises under their jurisdiction.

6.4 Employees shall:

- 6.4.1 work in compliance with the Occupational Health and Safety Act, its attendant Regulations, other applicable legislation, policies and administrative procedures.

6.0 **Requirements** (Cont'd)

6.4 Employees shall: (Cont'd)

6.4.2 use or wear any equipment, protective devices or clothing required by the employer;

6.4.3 report to the employer or supervisor any known missing or protective device that may be dangerous;

6.4.4 report any workplace hazard to the employer or supervisor;

6.4.5 report any known contravention of the Occupational Health and Safety Act or regulations to the employer or supervisor.

6.5 Contravention of the Occupational Health and Safety Act, its attendant Regulations and/or policy and its attendant administrative procedures may result in sanctions including, not limited to disciplinary action.

7.0 **Sources**

- Occupational Health and Safety Act, R.S.O. 1990, c.O1
- Workplace Safety and Insurance Act, S.O. 1997, c.16, Schedule A

8.0 **Related Administrative Procedures**

- Scented Personal Products Administrative Procedure (AP318-2)
- Protective Footwear Administrative Procedure (AP318-3)
- Automated External Defibrillators (AED) Administrative Procedure (AP318-4)



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2015

Subject: **The Student Well-Being and Achievement Board Improvement Plan
– 2015-2016 Balance Scorecard**

RECOMMENDATION

Moved by , seconded by

<p>“THAT the Durham Catholic District School Board receive and file as information the Student Well-Being and Achievement Board Improvement Plan – 2015-2016 Balance Scorecard.”</p>
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RATIONALE

As provided at the Regular Board Meeting of June 13, 2016.

AOB:vk



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2015

Subject: **2016/2017 Schedule for Board and Committee Meetings**

RECOMMENDATION

Moved by , seconded by

"THAT the Durham Catholic District School Board approve the Schedule of Board and Committee Meetings for the 2016-2017 school year."

RATIONALE

As attached.

AOB:vk



2016/ 2017 Meeting Schedule

MONTH	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August						1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26
September				1	2	5 H	6	7 S/E	8 PIC	9	12	13 S	14 S/E	15	16	19 A	20	21 S/E	22	23	26 B	27	28	29	30
October	3 B*	4 S	5 S/E	6 PIC	7	10 H	11	12 S/E	13	14	17 F	18	19 S/E	20	21	24 B	25	26 S/E	27	28	31				
November		1	2 S/E	3 PIC	4	7 B*	8 S	9 S/E	10	11	14	15	16 S/E	17	18	21 A	22	23 S/E	24	25	28 B	29	30	31	
December				1	2	5 I	6 S	7 S/E	8 PIC	9	12 F	13	14 S/E	15	16	19 B	20	21	22	23	26 H	27 H	28 H	29 H	30 H
January	2 H	3 H	4	5	6	9	10 S	11 S/E	12 PIC	13	16 F	17	18 S/E	19	20	23 B	24	25 S/E	26	27	30	31			
February			1 S/E	2 PIC	3	6 B*	7 S	8 S/E	9	10	13 F	14	15 S/E	16	17	20 H	21	22 S/E	23	24	27 B	28			
March			1 S/E	2	3	6	7 S	8	9 PIC	10	13 H	14 H	15 H	16 H	17 H	20	21	22 S/E	23	24	27 B	28	29	30	31
April	3 F	4 S	5 S/E	6 PIC	7	10	11	12 S/E	13	14 H	17 H	18 A	19 S/E	20	21	24 B	25	26 S/E	27	28					
May	1	2 S	3 S/E	4 PIC	5	8 B*	9	10 S/E	11	12	15 F	16	17 S/E	18	19	22 H	23 B	24 S/E	25	26	29	30	31		
June			S/E	1	2	5 F	6 S	7 S/E	8 PIC	9	12 B	13	14 S/E	15	16	19	20	21 S/E	22	23	26	27	28	29	30
July						3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28

B - Regular Board Meeting/ B*- Regular Board Meeting (Policy)

S/E - Tentative Suspension/ Expulsion Hearing

F - Finance Committee Meeting

S - Special Education Advisory Committee Meeting (SEAC)

PIC – Durham Catholic Parent Involvement Committee

H - Statutory School Holiday/Board Designated Holiday

I - Inaugural Board Meeting

A - Audit Committee Meeting



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees
From: Anne O'Brien
Date: June 13, 2016
Subject: **Out of Province Travel**

RECOMMENDATION

Moved by _____, seconded by _____

<p>"THAT the Durham Catholic District School Board approve the attendance of a staff member at the Education Research Development & Innovation (ERDI) Fall 2016 Conference, scheduled for October 12 to October 15, 2016 in Banff, Alberta."</p>
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RATIONALE

The Attendance of Board Employees at Conventions, Conferences and Seminars policy (PO 319) and its attendant Administrative Procedure (AP 319-1) requires that out of province travel be brought by the Director to the Board for approval.

The Director of Education or designate, is asked to attend the ERDI Conference in Banff, Alberta. Leaders will gain a national perspective on education from K-12 across all disciplines.

All expenses including flight, meals and hotel are covered by ERDI.

AOB/ml



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: June 13, 2016

Subject: **Out of Province Travel**

RECOMMENDATION

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve one (1) staff member to travel to Vancouver, British Columbia from June 25 – 29, 2016, for the purpose of agent interviews to recruit international students."

RATIONALE

Board Policy PO-319 (Attendance of Board Employees at Conventions, Conferences, and Seminars) and its attendant Administrative Procedure (AP319-1) requires that out of province travel be brought by the Director to the Board for approval.

At the recent ICEF conference in Toronto, Ontario, Board staff met with over thirty (30) agents whom recruit international students from markets that the Board has targeted to enhance its existing programs, including China, South Korea and Vietnam. As some of these agents reside in Vancouver, travelling to this city is a cost effective means to schedule further in-depth meetings with these agents for the purpose of recruiting international students to the Board.

AOB/MTG/KB