



# Trustee Handbook

November 2022

"Inspiring Our Students to Succeed and Make a Difference"

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# Small Schools Make a Difference!



## OUR MISSION

In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working...together.



## OUR VISION

Inspiring our students to succeed and make a difference



## OUR BELIEFS

At Superior-Greenstone District School Board we believe in quality programs and service delivery to ensure an outstanding and rewarding experience for our students.

We believe that all students can achieve high standards given sufficient time and support.



## VALUES

Character, Citizenship, Collaboration, Communication, Creativity, Critical Thinking



## Learning

Learning is the foundation of Superior-Greenstone District School Board and continues to be the core to achieving the school board's vision. Innovative approaches to learning that incorporate experiences inside and outside the classroom will prepare students for success as future leaders.



## Well-being

Students who have strong relationships and a positive sense of self are in a better position to reach their full potential. As we continue to strive for excellence in our education system, we know it is essential to support all of our students to have a positive sense of well-being – the sense of self, identity, and belonging in the world that will help them to learn, grow and thrive.



## Relationships

Students must feel safe, physically and emotionally, in an inclusive, accepting environment. In the school community, students must be able to engage in meaningful learning, and have positive relationships with peers and caring adults.



## Stewardship

Stewardship recognizes the importance of Superior-Greenstone District School Board's unique role in making a difference in the communities it serves, in developing a broader understanding of societal issues and inspiring action for thoughtful positive change. Good stewardship allows an organization to continually develop and adjust to an ever-changing world.



Superior-Greenstone District School Board is located in Northwestern Ontario and covers a vast area of 45,100 square kilometres. The board is responsible for providing public education, and its 15 schools are proud to serve the communities of Beardmore, Geraldton, Longlac, Nakina, Caramat, Dorion, Nipigon, Red Rock, Schreiber, Terrace Bay, Marathon and Manitouwadge.

## LAND ACKNOWLEDGEMENT

Superior-Greenstone District School Board respectfully acknowledges that its schools are located on the traditional lands of Indigenous peoples.

Superior-Greenstone District School Board acknowledges the history that many Nations hold in the area around our schools, and is committed to a relationship with First Nations, Metis, and Inuit peoples based on the principles of mutual trust, respect, reciprocity, and collaboration in the spirit of reconciliation.





## Equity & Inclusive Education

**Vision for Our Organization:**  
**Inspiring Our Students to Succeed and Make A Difference...**

### Our Responsibilities and Commitment

All SGDSB staff are responsible for upholding and promoting human rights for the benefit of students, staff and their families and communities. We advocate for human rights and equity to meet the needs of diverse individuals served by the Superior-Greenstone District School Board. All staff work to create and maintain a safe, inclusive, accessible, harassment and discrimination-free environment for all.

We are responsible for taking a human rights-based approach to education to ensure every child a quality education that respects and promotes their right to dignity and optimum development. We respect the Ontario Human Rights Code by recognizing:

- The inherent dignity and worth of individuals
- Equal rights and opportunity
- The need for a climate of understanding and mutual respect, so each person feels a part of the community and is able to participate fully.

We hold ourselves responsible “to embrace and celebrate the diverse identities that students bring with them to school and offer curricula that will enable them to develop with their identities fully intact, with a sense of belonging”.

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Character • Citizenship • Collaboration • Communication • Creativity • Critical Thinking



## **Role of a School Board in Public Education**

### **ROLE OF A SCHOOL BOARD**

The Education Act provides for the establishment of four types of district school boards: English public, English Catholic, French Public and French Catholic. Locally elected school boards are responsible for operating publicly funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for the decisions of the Board of Trustees applies to the school board as a corporate entity rather than to individual trustees.

A Board of Trustees must be able to function as a cohesive whole, providing a clear sense of purpose and direction to the entire system and the community it serves. Its focus is on the big picture, improving student achievement through effective policy-making, visionary planning, evaluating student outcomes and identifying major implications for the school district. The Director of Education is responsible for the day-to-day operation of the school board.

The Superior-Greenstone District School Board has areas of accountability. These partly reflect obligations to stakeholder groups served. They also include critical processes that the Board of Trustees must put in place in order to provide effective governance and fulfill its obligations under the Education Act. Key areas are as follows: accountability for student achievement; accountability to the community; accountability to the Provincial Government; accountability for Board-Director relations, and for governance processes.

It is vital for the Board of Trustees to be clear about the alignment between its job as a governing policy-making body and the job of Director of Education as the Chief Executive Officer who implements the directions of the Board. In essence, the elected Board should be clear about what its policies are, why they exist, be able to explain them to the public and hold the Director of Education accountable for implementing them.

The Board of Trustees are responsible for upholding and promoting human rights for the benefit of students, staff and their families and communities. They advocate for human rights and equity to meet the needs of diverse individuals served by the Superior-Greenstone District School Board. Members of the Board of Trustees are responsible for taking a human rights-based approach to education. They respect the Ontario Human Rights Code by recognizing:

- The inherent dignity and worth of individuals
- Equal rights and opportunity
- The need for a climate of understanding and mutual respect, so each person feels a part of the community and is able to participate fully.

The Board of Trustees, through governance, work to create and maintain a safe, inclusive, accessible, harassment and discrimination-free environment for all.

#### **1.1 Accountability for Student Achievement and Well-Being**

- 1.1.1 Make decisions that reflect the District School Board's focus on student achievement and its philosophy and belief statement that all students can learn.
- 1.1.2 Promote a culture of equity to ensure that an appropriate educational program is available for all students in the district.

- 1.1.3 Approve measures that promote student well-being.

## **1.2 Accountability to the Provincial Government**

- 1.2.1 Act in accordance with the Education Act, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policy.
- 1.2.3 Provide advice to the Ministry of Education and the provincial trustee association regarding regional and local implications of new policy recommendations.

## **1.3 Accountability to the Community**

- 1.3.1 Make decisions that reflect the District School Board's philosophy, belief statements and strategic plan, which represents the interests of the entire district.
- 1.3.2 Establish processes that provide the community with the opportunities for input appropriate to their role.
- 1.3.3 Consult and engage with parents, students and supporters of the Board on the Board's Multi-Year Strategic Plan.
- 1.3.4 Provide two-way communications between the District School Board and School Councils/Parent Involvement Committee. (Boards are required to establish a Parent Involvement Committee in accordance with Regulations).
- 1.3.5 Provide reports outlining district results in accordance with provincial policy.
- 1.3.6 Develop procedures to receive and hear appeals in accordance with appropriate statutes and District policies.
- 1.3.7 Model a culture that reflects the district's Code of Conduct (Policy 707, Employee Code of Conduct and Procedural Bylaws of the Board - Trustee Code of Conduct).

## **1.4 System Leadership and Planning**

- 1.4.1 Provide overall direction for the District School Board by establishing the purpose (mission), vision and beliefs statement.
- 1.4.2 Develop and approve a multi-year strategic plan aimed at achieving the Board's goals.
- 1.4.3 Annually set priorities with outcomes (Strategic Plan).
- 1.4.4 Annually approve the Board Plan in public session for district distribution.
- 1.4.5 Annually use the Board Plan to drive the budget process.
- 1.4.6 Annually review the multi-year plan with the Board's Director of Education.



- 1.4.7 Annually evaluate the effectiveness of the District School Board in relation to the Board Plan.
- 1.4.8 Monitor progress toward the improvement of student achievement.
- 1.4.9 Communicate regularly with supporters and employees of the Board about progress made in implementation.

## **1.5 Policy Development, Implementation and Evaluation**

- 1.5.1 Develop policies that outline how the district will successfully function, and that promotes the Board's goals and encourages pupils to pursue their educational goals.
- 1.5.2 Ensure that all new policies have in place a purpose statement prior to development.
- 1.5.3 Approve policy statements that meet criteria identified by the district.
- 1.5.4 Monitor and evaluate the effectiveness of policies developed by the Board in achieving the Board's goals and efficiency of the implementation of those policies.
- 1.5.5 Hold the Director of Education accountable for the implementation and review of Board policies.

## **1.6 Director/District School Board Relations**

- 1.6.1 Select the Director of Education
- 1.6.2 Provide the Director with a clear job description and corporate direction.
- 1.6.3 Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the Education Act and Regulations.
- 1.6.4 Monitor and evaluate the performance of the Director in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under a multi-year plan and any other duties assigned by the Board.
- 1.6.5 Promote the professional growth of the Director in continuing to provide quality district leadership.
- 1.6.6. Ensure ongoing capacity building and succession planning for key positions.
- 1.6.7 At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the Board in private session.
- 1.6.8 Provide a positive working relationship with the Director of Education.

## **1.7 Fiscal Responsibility**

- 1.7.1 Develop a budget review process to help determine annual resource allocations. (Use the Board Plan and other provincial and local directions).
- 1.7.2 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 1.7.3 Approve as per legislation all Capital Plans and other planning documents that will drive budget decisions.
- 1.7.4 Have in place an Audit Committee, in accordance with provincial regulations.
- 1.7.5 Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups.

## **1.8 Board Development**

- 1.8.1 Formerly evaluate the Board's effectiveness and performance on a regular basis.
- 1.8.2 Develop an Annual Action Plan for both collective and individual Trustee development by increasing knowledge of the Trustee role, processes, issues, and the Board's vision and mission.
- 1.8.3 Use the expertise of the Director of Education, and other provincial organizations to help develop and support the Board of Trustees' professional development plan.
- 1.8.4 Seek opportunities to network with other school boards.

## **1.9 Political Advocacy and Communication**

- 1.9.1 Develop and maintain positive and effective relationships with the Ministry of Education, members of the provincial parliament and counterparts in municipal government.
- 1.9.2 Annually develop a plan for district advocacy that aligns with the elected Board's Multi-Year Strategic Plan. Consider in the plan the focus, key messages and advocacy mechanisms.
- 1.9.3 Annually develop a plan that aligns with the Multi-Year Strategic Plan to ensure that the district is communicating with the community and beyond.

## **1.10 Recognition**

- 1.10.1 Develop mechanisms to ensure that the District School Board recognizes students and student achievement.
- 1.10.2 Develop mechanisms to ensure that the District School Board recognizes staff and staff achievements.

- 1.10.3 Develop mechanisms to ensure that the District School Board recognizes community members and volunteers.

## **1.11 Other Responsibilities**

**The Board of Trustees also has the following responsibilities:**

- Approving the school year calendar.
- Approving disposition of land and buildings.
- Approving the issuance of debentures.
- Designating a coordinator to administer the requirements of the Municipal Freedom of Information and Protection of Privacy Act.
- Approving the Board's auditor.
- Approving the Board's lawyers.

*References:*

*Education Act: Bill 177 Student Achievement and School Board Governance.*

## **ROLE OF A TRUSTEE**

1.0 A Trustee's job is to:

- 1.1 Maintain a focus on student achievement and well-being.
- 1.2 Participate in making decisions that benefit the entire Board district while representing the interests of his or her constituents.
- 1.3 Interpret the views and decisions of the elected Board in reporting to their constituents.

2.0 The job description of the elected Board sets out the responsibilities that Trustees, as members of the collective Board, are required to undertake. The Education Act as recently amended clarifies the responsibilities of the individual Trustee or Board member to:

- 2.1 Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, and under related regulations and guidelines;
- 2.2 Attend and participate in meetings of the Board, including meetings of the Board committees of which he/she is a member;
- 2.3 Consult with parents, students, and supporters of the Board on the Board's Multi-Year Strategic Plan;
- 2.4 Bring concerns of parents, students and supporters of the Board to the attention of the Board;
- 2.5 Uphold the implementation of any Board resolution after it is passed by the Board;
- 2.6 Entrust the day-to-day management of the Board to its staff through the Board's Director of Education
- 2.7 Maintain focus on student achievement and well-being;

## 2.8 Comply with the Board's Code of Conduct.

### **ROLE OF THE BOARD CHAIR**

The Chair of the Superior-Greystone District School Board safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community. The Chair ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed, and a corporate decision reached. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Chair.

The Chair of the Board has the following duties:

1. To be the chief spokesperson for the board in relation to Board policy except where this has been delegated by the Chair to another individual or group.
2. To promote the interests of the entire school system.
3. To aid in establishing good relations with all external and internal stakeholder which the Board serves.
4. To preside at Board meetings, both public and in-camera sessions and at informal meetings of the Trustees.
5. To ensure that the Board engages in an annual review or self-evaluation of its effectiveness.
6. To present an address in celebration of achievements of the Board over the past year.
7. To meet with the Director of Education to keep an overview of the Board's business and to provide support as appropriate.
8. To establish effective strategies to communicate with the other Trustees, and to consult in a timely fashion with fellow Trustees regarding pertinent information concerning Board business and actions privy to the Board Chair.
9. To make use of training and access resources such as corporate communications.
10. To be an ex officio member of committees comprised of Trustees only with voting privilege only if their attendance is needed to make quorum.
11. To act as one of the signing officers of the Board.

### **ROLE OF THE VICE-CHAIR OF THE BOARD**

The Vice-Chair of the Board is elected by the Board of Trustees to share the leadership role of the Chair. The Vice-Chair assists the Chair in ensuring that the Board operates in accordance with its own policies. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Vice-Chair.

The Vice-Chair of the Board has the following duties:

1. To perform all the duties of the Chair when the Chair is absent.
2. To preside at Standing Committee/Committee of the Whole sessions, both public and in-camera.
3. To participate in developing and tracking the agendas of the Standing Committee/Committee of the Whole meetings.

4. To be an ex-officio member of committees comprised of Trustees in the absence of the Board Chair, only with voting privilege only if their attendance is needed to make quorum.
5. To perform duties and responsibilities assigned by the Board Chair.
6. To be an alternate signing officer of the Board.

## **ROLE OF THE STUDENT TRUSTEES**

As per Ontario Regulation 7/07 – Student Trustees, it is the policy of the Superior-Greenstone District School Board that there will be, up to two positions for a non-voting Student Trustee on the Board to serve for a term of two years each. The inclusion of Student Trustees enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences. Efforts should be made to ensure that Student Trustees reflect the demographics of the students enrolled in the board.

### **1.0 Eligibility**

- 1.1 To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:
  - a) be a full-time student in the senior division attending a secondary school operated by the board, and,
  - b) must be available to commit to a two-year term, and,
  - c) be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
  - d) meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
  - e) be maintaining at least a passing grade in all courses on his/her timetable.
- 1.2 Each Student Trustee will originate from one of the five district high schools.

### **2.0 Responsibilities of the Student Trustees**

- a) Attend all public meetings of the Board.
- b) Participate in discussions on all current business of the Board with the exception of certain in-camera business.
- c) Provide reports and make recommendations.
- d) Organize and chair the Student Senate.
- e) Communicate and represent student matters and interests to the Board.
- f) Communicate to the students on matters of the Board.

## **Election and Term of Office for Student Trustees**

The purpose in electing a Student Trustee(s) to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

### **1.0 Election and Term of Office**

#### **1.1 Board Resolution**



A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

1.2 Term

The Student Trustee's term of office starts on August 1st of the year in which they are elected and ends after two years on July 31st. Each term shall be for two years. The election of each student trustee is staggered from one year to the next to provide mentorship, build capacity and ensure a smooth transition, thus, student trustee candidates must be available to commit to a two-year term. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

1.3 Limit

A student elected as a Student Trustee shall be elected for a two-year term only. In order to serve for a second term, a Student Trustee must be re-elected by his/her peers.

1.4 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

1.5 Honoraria

The Student Trustees will be paid an honorarium up to \$5,000. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

1.6 Disqualifications

1.6.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.

1.6.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.

1.6.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

## **2.0 The Student Senate**

2.1 The Student Senate means the organization composed of the members of the secondary Student Councils, as well as one student voting member from each of the 10 area elementary schools. Student Senate membership will be comprised of 15 students in total.

2.2 At the beginning of the fall term, the Student Trustees shall invite Students' Councils from each of the ten area elementary schools to submit the name of one student representative.

2.3 It shall be the responsibility of the Student Trustee(s) to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.

2.4 Mandate of the Student Senate

2.4.1 To advise the Student Trustee(s) in matters relating to students and business of the Board.

2.5 Meetings and Communications

2.5.1 The Student Senate shall convene at least four (4) meetings in each school year.

2.5.2 Meetings may be conducted via teleconference or electronic means.

2.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.

2.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.

2.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the Student Senate. The Student Trustee(s) shall report on the activities of the Student Senate to the Board at the Regular Board meetings.

2.6 Budget

A budget for the operation of the Student Senate will be established annually in the Board's approved expenditure budget.

**3.0 The Student Trustee Elections**

3.1 No later than April 30<sup>th</sup> each year, under the direction of the outgoing Student Trustee(s) and Senate, there shall be an election of a Student Trustee for the upcoming term of office.

3.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.

3.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and the Student Senate and Student Council Presidents shall jointly elect a replacement through a by-election.

**4.0 Student Trustee Attendance at Board Meetings**

4.1 Regular Meetings

It is expected that the Student Trustee(s) will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

4.2 Electronic Attendance

It shall be possible for the Student Trustee to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

4.3 Requirements

The Student Trustee(s) shall conform to the Code of Ethics required of board members. The Student Trustee(s) shall act in accordance with the By Laws and Rules of Order of the Board.

4.4 Committee(s)

Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

**5.0 Responsibilities of a Student Trustee**

The Student Trustee will submit one written report on their activities and/or those related to the Student Senate at the Regular Board meetings. At the final Regular Board meeting of the year, the Student Trustee will be expected to provide an annual report.

**6.0 Mentorship**

6.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

6.2 A Trustee of the Board assigned to mentor a Student Trustee shall:

- a) assist the Student Trustee on orientation,
- b) be available to discuss issues, questions or ideas that the Student Trustee may have,
- c) guide, coach and mentor the Student Trustee in his/her activities related to the Student Senate.,
- d) assist the Student Trustee to organize the election of the new student trustee.

6.3 A Student Trustee mentor, staff member or parent/guardian will supervise/chaperone the Student Trustee while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

**7.0 Membership**

Upon election, the Student Trustee will have limited membership.

7.1 MAY....

The Student Trustee MAY...

- a) regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),
- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
  - i) a recorded *non-binding vote* that includes the Student Trustee's vote; and
  - ii) a recorded *binding vote* that DOES NOT include the Student Trustee's vote,

- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more “members of the board”. When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

## 7.2 MAY NOT....

The Student Trustee MAY NOT...

- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

## 8.0 **Miscellaneous**

### 8.1 Expenses

A Student Trustee shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

### 8.2 Resources and Training

A Student Trustee shall have the same access to professional development opportunities, conferences, etc. as provided other trustees.

### 8.3 Academic Performance

The Principal shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

### 8.4 Recognition for Student Trustee (Credit)

A Student Trustee may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

### 8.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.

## **ROLE OF THE DIRECTOR OF EDUCATION**

The following is a job description for the role of the Director of Education. It incorporates the most recent provisions of the Education Act. This resource parallels the job description of the elected Board, the dialogue and decision-making that clarifies the respective responsibilities of the Board of Trustees and the Director of Education.

### **1.1 Student Achievement and Well-Being**

The Director of Education:

- 1.1.1 Takes the necessary steps to provide a safe, caring, learning environment.
- 1.1.2 Provides advice and leadership to the Board in setting goals for student achievement and in promoting the value that all children can learn.
- 1.1.3 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 1.1.4 Maintains the conditions that foster respectful and responsible behaviour for each student.
- 1.1.5 Takes the necessary steps to provide for the safety and well-being of students while they are participating in school programs, or are being transported to or from school programs on transportation provided by the school board.
- 1.1.6 Takes the necessary steps to provide facilities to accommodate students.
- 1.1.7 Ensures an attendance counseling function is maintained in the district.

### **2.1 Education Leadership**

The Director of Education:

- 2.1.1 Provides leadership and direction in all matters relating to education in the district.
- 2.1.2 Develops and maintains positive and effective relations with schools and Board departments.
- 2.1.3 In accordance with the Director's responsibilities to the Ministry of Education through the Deputy Minister provides a Director's Annual Report to the Ministry.

### **3.1 Director/Board Relations**

The Director of Education:

- 3.1.1 Establishes and maintains positive working relations with the Board of Trustees.
- 3.1.2 Supports the Board of Trustees in performing its role and facilitates the implementation of its role as outlined in Board policy.
- 3.1.3 Communicates effectively with the governing Board and individual trustees.

### **4.1 System Leadership**

The Director of Education:

- 4.1.1 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely.
- 4.1.2 Develops effective approaches for succession planning.



## 5.1 Fiscal Responsibility

The Director of Education:

- 5.1.1 Ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the Education Act and Regulations.
- 5.1.2 Ensures that the fiscal management of the district is in alignment with the elected Board's Multi-Year Strategic Plan.

## 6.1 Organizational Management

The Director of Education:

- 6.1.1 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.
- 6.1.2 Reports to the Ministry with respect to matters identified in and required by the Education Act and Regulations.
- 6.1.3 Bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the Education Act or any policy, guideline or regulation made under the Act; and if the Board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission

## 7.1 Planning

The Director of Education:

- 7.1.1 Provides leadership for the development of the Board's multi-year plan and annual review of the multi-year plan.
- 7.1.2 Ensures that the multi-year plan establishes Board priorities and identifies specific actions that will be taken to achieve those priorities, specifically with regard to the Board's responsibility for student achievement.
- 7.1.3 Ensures appropriate involvement of the Board of Trustees (approval of process and timelines, establishment of the Board strategic priorities, key results and final Board approval).
- 7.1.4 Reports regularly on implementation and results achieved in relation to the Board's Multi-Year Strategic Plan and District Improvement Plans.

## 8.1 Personnel Management

The Director of Education:

- 8.1.1 Has overall authority and responsibility for all personnel-related issues, save and except from those personnel matters precluded by Board policy, legislation or collective agreements.
- 8.1.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.
- 8.1.3 Ensures ongoing capacity building and succession planning throughout the organization.
- 8.1.4 Ensures compliance with human rights and labour relations legislation.

## 9.1 Policy

The Director of Education:

- 9.1.1 Provides leadership in the planning, development, implementation and evaluation of Board policies

#### 10.1 Communications and Community Relations

The Director of Education:

- 10.1.1 Establishes effective communication strategies to keep the district informed of key monitoring reports, student and staff success, local issues and Board decisions.
- 10.1.2 Ensures that open, transparent and positive internal and external communications are in place.
- 10.1.3 Ensures that School Councils and the Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or Board policy.
- 10.1.4 Participates in community affairs in order to enhance and support the district.

#### 11.1 Student, Staff and District Recognition/Public Relations

The Director of Education:

- 11.1.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes.

## **ROLE OF THE SENIOR ADMINISTRATIVE OFFICIALS**

Within the parameters of Ontario School Law, the specific duties and responsibilities of the senior board administration officials are as determined by the Board.

### **1.0 Officers**

The senior administrative officials of the Superior-Greenstone DSB, subject to Board approval, are:

- 1.1 The Director of Education, and
- 1.2 The Superintendent of Business.

### **2.0 Director of Education**

The Director is the Chief Executive Officer and Chief Education Officer of the Board and is the SECRETARY of the Board.

### **3.0 Superintendent of Business**

The Superintendent of Business is the Chief Financial Officer of the Board and is the TREASURER of the Board.

### **4.0 Other**

Other Supervisory Officers (i.e. Superintendents) may be appointed by the Board with duties and responsibilities to be as outlined by the Board.

### **5.0 Chain of Command**

All employees report to the Trustees THROUGH the Director of Education.

## **ROLE OF THE ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION (OPSBA)**

The Ontario Public School Boards' Association (OPSBA) represents public district school boards and public school authorities across Ontario, which together serves more than 1.2 million public elementary and secondary students. The Association advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the credible voice of public education in Ontario and is routinely called upon by the provincial government for input and advice on legislation and the impact of government policy decisions.

Superior-Greenstone District School Board has a long-running association with OPSBA renewing its membership annually on behalf of the Board of Trustees.

### **Statement of Mission and Beliefs**

The mission of the Ontario Public School Boards' Association is to promote and enhance public education by:

- helping member boards to fulfil their mandates
- developing effective partnerships with other groups interested in public education
- providing a strong and effective voice on behalf of public education in Ontario.

OPSBA believes that the role of public education is to provide universally accessible education opportunities for all students regardless of their ethnic, racial or cultural backgrounds, social or economic status, individual exceptionality or religious preference.

Local democratically elected school boards play a key role in ensuring that schools remain responsive to both provincial program requirements and local needs and resources. Excellence in education is achieved by:

- promoting high standards of individual achievement
- providing the understanding and basic skills required for active, compassionate participation in the life of the family, the community, the province, the nation, and a global society
- cultivating a love of learning
- recognizing the value of diversity among learners and communities; and
- exploring creative educational alternatives.

To maintain excellence, the public school system must be accountable to the community it serves and work to fulfill its mandate through building strong community partnerships.

The Superior-Greenstone District School Board encourages all Trustees to engage in professional development and to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored conference upon Board approval.

Trustee professional development events sponsored by OPSBA include:

- Annual General Meeting (AGM – usually in June)
- Annual Canadian School Board Association (CSBA – usually in July)
- Annual Northern Region Meeting and Conference (usually in October)
- Annual Public Education Symposium (PES – usually in January)
- Occasional Events on Parliamentary Procedures
- Occasional Events on Governance Models

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at [www.sgdsb.on.ca](http://www.sgdsb.on.ca) .

Below is an outline of OPSBA meeting events and director's meetings held each year. For exact dates and an in-depth look at what OPSBA does you can visit its website at [www.opsba.org](http://www.opsba.org).

## **OPSBA Sponsored Meetings/Events**

August.....Executive Council – Planning Meeting

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September.....Joint Policy Development and Education Program Work Team Meeting

September.....Executive Council Meeting

September -October....Board of Directors Meeting

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October.....Northern Region Meeting

October.....CSBA Board of Directors Meeting

October: ..... Executive Council Meeting

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November:.....Regional Meetings with Common Agenda

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December: .....Executive Council Meetings

December: .....Board of Directors Meetings

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January:.....Executive Council Meetings

January:.....Public Education Symposium (PES) Sheraton Centre Hotel

January:.....Regional Meetings at PES

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March:.....Executive Council Meetings

March.....Board of Directors Meetings

March.....National School Boards' Association Annual Conference

March.....Executive Council Meetings

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April .....Education Labour Relations and Human Resources Symposium

.....Sheraton Centre Hotel, 123 Queen Street West, Toronto, ON

April .....Regional Meetings with Common Agenda

April .....Executive Council Meetings

April .....Board of Directors Meeting

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May.....Joint Policy Development and Education Program Work Team Meeting

May.....Canadian School Boards' Association (CSBA) Board of Directors Meeting

May.....Executive Council Meetings

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June.....OPSBA Annual General Meeting (AGM)

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July .....CSBA Congress

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## **THE ROLE OF THE ONTARIO STUDENT TRUSTEES' ASSOCIATION (OSTA)**

The Ontario Student Trustees' Association-l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) is the largest student stakeholder in education and the voice for the student vision. As a representative association of over 2 million students, it is a dynamic, diverse voice. It acts as consultants on policy for the Ministry of Education, collaborates with stakeholders in the education community and works to unite all Student Trustees across the province.

### **Mission and Structure**

OSTA-AECO exists to advance the student vision. Student Trustees are elected by their peers to bring the student voice to district school board tables. Through a non-binding vote, these Trustees present the student perspective to improve the quality of education in schools across the province.

The organization has two divisions: the Executive Council and the Board Councils. The Executive Council is chosen through a series of elections at the OSTA-AECO Annual General Meeting (AGM) and includes a President, Chief Executive Officer, Chief Financial Officer, and four Officers for the areas of Communication, Policy, Professional Development, and Operations. Also elected are Cabinets of the Board Councils, each of whom has a respective President and Vice President. The two Board Councils are the Public Board Council (PBC) and Catholic Board Council (CBC).

OSTA-AECO's Policy Committee formalizes the student vision through position papers and research reports, while its Communications Committee works to articulate and promote the student vision through its newsletter, the Echo, and its Student Trustee magazine, Our Voice.

The General Assembly of OSTA-AECO meets three times a term, at the Fall General Meeting, the Board Council Conferences, and the Annual General Meeting. Each school board is entitled to one vote in the association's affairs. At the AGM, the General Assembly elects the next year's executive council for the term starting 1 August of that year.

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored conference upon Board approval.

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at [www.sgdsb.on.ca](http://www.sgdsb.on.ca). As well, additional information about OSTA-AECO is available at [www.osta.org](http://www.osta.org).

## **BOARD STRUCTURE AND HOW IT FUNCTIONS**

### **Board Organizational Chart**

### ***Board Organizational Chart: Appendix E***

This graphic provides an overview of the operational reporting structure within the Board system



## Trustee Distribution and Determination of Wards

- Greenstone Two (2) Trustees
- Manitouwadge One (1) Trustee
- Marathon Two (2) Trustees
- Nipigon One (1) Trustee
- Red Rock/Dorion One (1) Trustee
- Terrace Bay/Schreiber One (1) Trustee
- First Nation Representative One (1) nominated by First Nations communities with whom we hold Education Service Agreements with.
- Student Trustee Two (2) 1 Elected each school year by students to serve a 2-year term.

At the Inaugural Meeting in an election year and at the Annual Organizational meetings that follow in each of the next four years, the following officers of the Board are elected:

- Chair of the Board
- Vice Chair
- Chair of Education Committee
- Chair of Business and Negotiations Committee

Statutory Committee appointments for the Special Education Advisory Committee and the Audit Committee are in effect for the full term of the Board. Standing Committee assignments are determined annually or as per the appointment schedule illustrated below.

## Trustee Honouraria

In accordance with legislation, Board members receive an annual honourarium. The honourarium is set by the outgoing Board no later than October 15 in an election year. Under current tax law, the honourarium is not subject to Employment Insurance (EI). Please refer to Policy 215 Trustee Honourarium for details on this topic.

Trustee remuneration will be paid in accordance with Policy 215-Trustee Honorarium and Policy 210-Student Trustee. Trustees travel expenses will be reimbursed for reasonable expenses incurred in the course of their duties. A more detailed outline about travel expenses follows in this handbook. As well, Board members are encouraged to review Policy 208-Trustee/Student Trustee Attendance at Conferences and Policy 307-Travel, Meals and Hospitality Expenditures. It is the policy of Superior-Greenstone District School Board, in compliance with the legislative requirements of the *Education Act*, to pay an honorarium to its board members.

Ontario Regulation 357/06, "Honoraria for Board Members", requires district school boards to establish a policy with respect to the amount of honoraria for members prior to the commencement of the term of office. The policy must identify which of the designated components will be paid to trustees and the amount of each component that will be paid.

For the term of office beginning December 1, 2022 and ending November 30, 2026, the components of trustee honoraria will be calculated according to Ontario Regulation 357/06 as amended from time to time, and as set out in the table below:

Item	Description of Honoraria Component	Maximum amount per year beginning December 1, 2022	Amount or percentage to be paid
1.	Base amount for Trustees*	\$5,900.00	\$5,900.00
2.	Additional Base amount for Chair	\$5,000.00	\$5,000.00
3.	Additional Base amount for Vice-Chair	\$2,500.00	\$2,500.00
4.	Enrolment amount for Trustees**	\$293.45	100%
5.	Enrolment amount for Chair**	\$500.00	100%
6.	Enrolment amount for Vice-Chair**	\$250.00	100%
7.	Attendance amount for committee meeting required by ACT or Regulation.	\$50.00 per meeting	\$50.00 per meeting
8.	Distance Amount for board meeting in excess of 200km (one-way) from member's residence.	\$50.00 per meeting	\$0 per meeting
9.	Distance Amount for a committee meeting required by ACT or Regulation in excess of 200km (one-way) from member's residence.	\$50.00 per meeting	\$50.00 per meeting

Student Trustee Honoraria is outlined in Policy 210: Student Trustee.

\*\*The Enrolment Amount, as determined per Regulation, is calculated below effective December 1, 2022:

<b>ENROLMENT amount for TRUSTEES:</b>	
Day School Average Daily Enrolment*	1,341.5
X Amount	\$1.75
/ Number of Members	8
= Calculated Amount	\$293.45
<b>ENROLMENT amount for CHAIR:</b>	
Day School Average Daily Enrolment	1,341.5
X Amount	\$0.05
Calculated Amount	67.08
Minimum	\$500
Maximum	\$5,000
<b>ENROLMENT amount for VICE-CHAIR:</b>	
Day School Average Daily Enrolment	1,341.5
X Amount	\$0.025
Calculated Amount	\$33.54
Minimum	\$250
Maximum	\$2,500

\*The enrolment amount is calculated each year of a member's term of office and is based on the enrolment in the Board's Estimates for the fiscal year ending in the calendar year in which the term of office begins.

## Board Meetings

The Superior-Greystone District School Board Procedural Bylaws and Code of Conduct govern the conduct at Regular Board meetings. Further to this, the rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) governs the Board in all

cases to which they are applicable and in which they are not inconsistent with the Board Bylaws and any special rules of order that the Board may adopt.

### **Regular Meetings**

Regular meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

### **Agenda**

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an Administrator's discharge of duty under the Education Act and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

### **Quorum**

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

### **Member Absence**

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

### **Agenda (Order of Business)**

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.

### **Annual Organizational Meeting**

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing Board members to committees and for any other items of business deemed necessary.

### **Inaugural Meeting**

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the Education Act.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

### **Special Meetings**

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

### **Quorum**

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

### **Notice of Meetings**

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.

### **Electronic Meetings**

In compliance with Ontario Regulation 463/97-Electronic Meetings, the Superior-Greenstone District School Board will make provision for participation in meetings of the Board electronically. Members who participate electronically shall be deemed to be present at the meeting.

The Superior-Greenstone District School Board is a large geographic area where, under certain circumstances, Board and committee members are unable to physically attend Board or committee meetings. Therefore, electronic access to regular and committee meetings of the Board are provided.

## **1.0 Definitions**

### **1.1 Electronic Attendance**

Electronic attendance shall imply participation through tele-conferencing and/or video-conferencing.

### **1.2 Member**

When the reference herein is "Member" it is understood to include elected and appointed Trustees and the Student Representative.

1.3 Meeting Room

When this policy makes reference to a "meeting room" it is understood to imply the usual and designated meeting locations of the Board and its committees. The following persons shall be physically present in the meeting room of the board:

- a) The chair of the board or his/her designate
- b) At least one additional member of the board
- c) The Director of Education or his/her designate.

**2.0 Requirements**

Under provincial regulation the following shall apply:

2.1 Physical Attendance

2.1.1 Board Meetings

It is required that at meetings of the Board and the Committee of the Whole Board that the following persons be physically present in the meeting room:

the Chair of the Board or designate, 1 Person

and,

at least one additional Member of the 1 Person

Board, and,

the Director of Education or designate 1 Person

---

3 Persons

2.1.2 Committee Meetings

It is required that at committee meetings of the Board, except Committee of the Whole Board, the following persons must be physically present in the meeting room:

the Committee Chair or designate, 1 Person

and,

the Director of Education or designate 1 Person

---

2 Persons

2.2 Exception to the Above

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

2.2.1 The distance from the Chair's current residence to the meeting location is 200 km or greater;

2.2.2 Weather conditions do not allow the chair to travel to the meeting location safely;

2.2.3 The Chair cannot be physically present at a meeting due to health-related issues.

2.3 No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

2.4 Minimum Attendance



A trustee is automatically removed from the Board if he or she fails to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board in each twelve (12)-month period beginning December 1 {Education Act, Section 228 (1) (e)}.

2.5 Effectiveness

Electronic meetings must be designed and deemed to make positive contributions to the work of the Board. Their design must conform to the requirements of Reg.463/97

2.6 Conditions for Access

Conditions for access to meeting electronically are to be governed by:

- a) the purpose and nature of the meeting, and,
- b) the composition of participants in the meeting.

2.7 Accessibility

Generally, all scheduled Regular Board meetings, including meetings of the Committee of the Whole, and meetings of Standing Committees are accessible, upon request, via electronic means for all Members and the general public at designated sites.

**3.0 Attendance**

3.1 Deemed Present

A Member who participates in any meeting through electronic means as defined and described herein shall be deemed to be present at the meeting for the purpose of the Education Act and regulations.

3.2 Verbal Roll Call

When one or more Members are in attendance electronically, the Roll Call shall be verbally taken and duly recorded.

3.3 Ensuring a Quorum

Members participating electronically shall notify the Chair of their departures, either temporary or permanent, from the meeting before absenting themselves in order that the Chair may ensure a quorum is maintained.

**Annual Reports to the Board**

Just as in many other boards, whether corporate entities of publicly funded entities such as a school board, members can expect to review and approve numerous issues which are similar from year to year. Obviously, the content will vary but the purpose of the reports presented is to keep the business of education moving forward. Some the reports that administration will present annually to the Board of Trustees include the following:

- Board Meeting Schedule .....December
- Director's Annual Report .....December
- Board Policy Review Committee.....Recurrent
- Budget Process .....January
- First Interim Financial Report.....January
- Financial Statements .....January or February

- School Year Calendar .....February
- Elementary Staffing Proposal .....April
- Graduation Schedules for Information ....April
- Secondary Staffing Proposal .....May
- Second Interim Financial Report.....May
- Special Education Annual Report .....May or June
- Educational Assistants Staffing ProposalJune
- Budget Approval.....June
- Third Interim Financial Report .....August
- Capital Plan Project Update.....November

Certainly, there are issues that arise throughout the year that may require the Board to deliberate on issues; however, these items are not as predictable, often arising from the Ministry of Education leading education in a new direction. Administration and Trustees must always be prepared to entertain a new path as may be the edict from the Ministry of Education.

### **Conflict of Interest**

It is the policy of the Superior-Greenstone District School Board that Employees, Volunteers and Trustees are required to disclose any potential or actual conflicts of interest that could compromise, or be perceived to compromise, their objectivity and judgment to their immediate supervisor immediately upon becoming aware in writing of the actual or potential conflict of interest. As such, employees and volunteers may be required to excuse themselves from any duty or transaction where they have, or may appear to have, a conflict of interest that could compromise, or be perceived to compromise, their objectivity and judgement.

## **Appendix F: Policy 723**

### **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD COMMITTEES**

#### **Statutory Committees**

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

#### **Standing Committees**

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Indigenous Education Advisory Committee (IEAC), Occupational Health and Safety Committee (OH&S), Transportation Committee, Education Committee, and Business Committee.

## Committees of the Board

Statutory Committee appointments for the Special Education Advisory Committee and the Audit Committee are in effect for the full term of the Board. Standing Committee assignments are determined annually or as per the appointment schedule illustrated below.

<b>Committee Names</b>	<b>Statutory</b>	<b>Standing</b>	<b>Duration of Appointment</b>	<b>Appointed Trustees</b>	<b>Meeting Schedule</b>	<b>General Scheduling Routines</b>
Audit	✓		Board Term	3 <i>no alternate</i>	3 A*	Thursday Evening (6:30 pm – max 2 hours)
Parent Involvement	✓		Annual	1 + 2 <i>alternates</i>	4 SY**	Evening (6:30 pm – one hour meeting)
Special Education Advisory	✓		Board Term	3 + 2 <i>alternates</i>	10 SY	Tuesday (3:00 pm - one hour meeting)
Student Alternative Learning	✓		Annual	1 + 1 <i>alternate</i>	As required	As required
Board Discipline		✓	Board Term	5 <i>no alternate</i>	As required	As required
Board Policy Review		✓	Board Term	5 + 2 <i>alternates</i>	4 SY	Tuesdays (6:30 pm – one hour)
Indigenous Education Advisory		✓	Annual	2 + 1 <i>alternate</i>	3 SY	Tuesdays (10:00 am-12:00 pm)
Occupational Health & Safety		✓	Annual	1 + 1 <i>alternate</i>	4 A	Varies (during the work day)

\*Annual / \*\*School Year

## Stipend for Committee Meeting Attendance

Also included in Policy 215 Trustee Honorarium Calculation is a provision for remuneration for meeting attendance. Trustees who attend meetings required by the Act of Regulation can submit time cards for maximum \$50 per meeting attended with a distance allowance of \$50 if the meeting site is more than 200 km (one-way) from their residence. Statutory committee meetings include:

- Audit Committee
- Board Discipline Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- Special Education Appeal Board

## TRUSTEE COMMITTEE MEETINGS TIME CARD

(Attendance / Distance – Per Policy #215)

Trustee Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

MEETING TYPE	MEETING DATE	ATTENDANCE ALLOWANCE ENTER \$50	DISTANCE ALLOWANCE ENTER \$50 **	TOTAL
Board Audit Committee				
Board Discipline Committee				
Parent Involvement Committee (PIC)				
Special Education Advisory Committee (SEAC)				
Special Education Appeal Board (SEAB)				

\*\* NOTE: to qualify for distance the Trustee's residence and place of meeting must be more than 200 km (one way)

Trustee's Signature: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

The information on this form is collected under the authority of Section 150(2) of the Education Act for the purpose of administration of employee payrolls.

### Board Policy Review Committee (BPRC)

The Board Policy Committee is a standing committee responsible to the board for developing policies that outline how Superior-Greystone District School Board will successfully function. School Boards are responsible for facilitating the policy development and review process, which involves

- Ensuring that board policies are consistent with the Education Act and Regulations and other legislation;
- Reviewing policies to ensure that they are still relevant;
- Reviewing policies to ensure that they conform to the criteria for board governance policies; and
- Ensuring that policies have been implemented effectively.

### Membership:

- a) Trustees as determined by the board;
- b) The chair of the board, as an ex officio member; and
- c) The director of education and/or the director's designate(s) as the administrative liaison for the Board Policy Committee.

### Meetings:

Meetings are held every two months or as needed, as determined by the committee.

### Parent Involvement Committee (PIC)

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The Parent Involvement Committee (PIC) is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. This will be achieved by providing:

- Information and advice on parent engagement to the board;
- Communicating with and supporting school councils of schools of the board; and
- Understanding activities to help parents of pupils of the board support their children's learning at home and at school.

#### **Membership:**

- a) The number of parent members specified in the by-laws of the committee (parent members must constitute a majority of the members of a PIC);
- b) The director of education;
- c) One trustee and one alternate appointed by the Board; and
- d) The number of community representatives specified in the by-laws of the committee.

#### **Meetings**

PICs are to meet at least 4 times in each school year. Meetings are to be held in public and no meeting may be held unless the following members are present: a majority of parent members present, the director of education (or designate) and the board member (or his/her designate).

### Indigenous Education Advisory Committee (IEAC)

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Superior-Greenstone DSB recognizes the importance of co-operation and communication between Indigenous partners and is committed to the implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework. Within this framework are key strategies including:

- Increase the capacity of SGDSB to respond to the learning and cultural needs of Indigenous students;
- Improve achievement among Indigenous students;
- Provide curriculum about contemporary and traditional Indigenous cultures, histories, and perspectives among all students, also contributing to awareness among school board staff, teachers, and elected trustees; and
- Facilitate increased participation by Indigenous parents, students, communities, and organizations in working to support student success.

#### **Recommended Participants:**

- a) Trustees;
- b) Director of Education;
- c) Indigenous students, parents;
- d) Community stakeholders;
- e) Indigenous community representation;
- f) Manager of Indigenous Education; and
- g) Board staff aligned with Indigenous education

## Meeting:

Meetings will be held at least 3 times per year.

### Special Education Advisory Committee (SEAC)

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Each Board in the Province of Ontario is required to establish a Special Education Advisory Committee (SEAC) as defined in **Ontario Regulation 464/97** made under the **Education Act, Special Education Advisory Committees**. All SEAC meetings are open to the general public and may take place by teleconference, videoconference, face-to-face, or a combination of the three methods. Meetings normally take place the second Tuesday of the month.

SEAC members consist of local associations as well as trustees and resource personnel. Members are required to attend, participate, review and make recommendations on a variety of subject matters as it relates to Special Education in our communities. Some activities include but are not limited to, reviewing the SGDSB Special Education Plan, reviewing Special Education budgets, participating in professional development, corresponding with other boards and advocating system needs. SEAC meetings foster equity and human rights practices for all students in Superior-Greenstone District School Board.

### Audit Committee

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The primary role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight.

Duties of the Audit Committee include reviewing the financial reporting process, internal controls, internal auditing, external auditing, compliance matters, risk management and any other board proposed activity.

The Audit Committee is also responsible for recommending approval of the financial statements to the Board of Trustees.

<https://www.rainbowschools.ca/wp-content/uploads/2016/03/Ministry-of-Education-Regulation-361.10.pdf>

### Occupational Health and Safety Committee

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A joint health and safety committee (JHSC) is composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.



### Education Committee

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The Education Committee meets on an ad hoc basis regarding business that is pertinent to the education of students. Chaired by a Trustee, the committee also includes Superintendents of Education, and other Board staff who serve as resources to the committee. Reports in this committees relate to the on-going educational successes of students in the Board, and include the following: EQAO results, graduation rates, the staffing and organization of Elementary and Secondary schools, etc.

### Business Committee

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The Business Committee meets on an ad hoc basis regarding business that is pertinent to the business (financial) of the Board. Chaired by a Trustee, the committee also includes the Superintendent of Business, and other Board staff who serve as resources to the committee. Reports in this committees relate to the on-going financial and business matters of the Board, and include the following: interim budget reports, financial reports, legal fees, etc.

### Supervised Alternative Learning (SAL) Committee

---

The Supervised Alternative Learning (SAL) Committee is a statutory Board committee that meets on an as-required basis. The committee consists of a Trustee as an appointed member, another Trustee as the alternate, the Director of Education or Superintendent of Education, and at least one community representative who is not a member or employee of the Board. The committee is supported by attendance counsellors, and school principals, as needed, who serve as resources.

The SAL program is intended to re-engage young people fourteen to seventeen years old who are not attending school and who are therefore at risk of not graduating. School principals assist students and their parents/guardians in creating an alternative program for a student that can include, an educational, work, and/or counselling component, designed to re-engage the student, allow them to learn self-management skills, and to continue on the road to graduation. Committee members hear about the proposed plan from the principal, student, and parent/guardian, and decide whether to accept the plan or not.

### Discipline Committee

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The purpose of the Board Discipline Committee is to deal with suspension appeals and recommendations for expulsion. The Discipline Committee functions in accordance with Part XIII of the Education Act, Regulation 472/07, and Board Policy 13 - Appeals Regarding Student Matters. The Powers and Duties require the Discipline Committee to hears and makes determination regarding suspension appeals and to hear and makes determination regarding recommendations for expulsion from a principal.

#### **Membership:**

- at least three elected members of the Board designated, by the Chairperson, on a case by case basis, in accordance with the following criteria:
  - o a member is not a trustee elected from the municipality in which the student resides and,
  - o a member has no involvement with the matter that is coming to the Committee.

## **Meetings:**

- Called as required.

## **TRUSTEE EXPENSES**

It is the policy of Superior-Greystone District School Board to provide remuneration and reimbursement for expenses incurred in the course of their duties subject to the following guidelines and limitations of the approved budget.

### ***GUIDELINES***

#### **1.0 Remuneration**

Trustee remuneration will be paid in accordance with Policy 215 - Trustee Honorarium and Policy 210 - Student Trustee.

#### **2.0 Travel Expenses**

Trustees will be reimbursed for reasonable expenses incurred in the course of their duties.

All travel while attending Board business will be reimbursed in accordance with Policy 208 - Trustee/Student Trustee Attendance at Conferences and Policy 307 - Travel, Meals and Hospitality Expenditures.

#### **3.0 Trustee Equipment and Support**

##### **3.1 Computer**

Upon commencement of their term, a basic laptop computer will be provided by the Board during the trustee's term in office, unless the Trustee decides that they do not want one. If a trustee vacates the position, the equipment must be returned to the Board.

##### **3.2 Cell phones**

Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of cell phone bill and provided they provide their cell phone number to be used by the board to contact trustees when necessary. In addition, the board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. No other phone lines will be provided.

##### **3.3 Internet**

Trustees are required to have internet access at home. Internet services will be set up for direct billing to the Board or will be reimbursed to the trustee upon submission of their internet provider invoice which indicates the cost of internet service.

##### **3.4 Printer and fax machines**

With our focus on paperless, such equipment will not be provided.

##### **3.5 Supplies**

Supplies such as ink and paper will not be provided.

#### **4.0 Other**

Trustees will follow section 4 of the Policy 307 - Travel, Meals and Hospitality Expenditures for reimbursement of eligible expenses.

### **TRAVEL, MEALS, AND HOSPITALITY EXPENDITURES**

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person's duties, support the board's overall objectives and maximize the benefits to the organization.

As a designated Broader Public Sector (BPS) organization, the Board will ensure that it complies with specific guidelines or directives designed for the Broader Public Sector.

The Board will reimburse trustees, employees, student trustees, appointed non-trustee members of board committees and school council members for expenses incurred in carrying out their duties as follows:

#### **1.0 General**

- 1.1 The most economical and practical mode of transportation (such as sharing vehicles, obtaining reduced air fares, etc,) should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- 1.2 Claims for reimbursement of any costs associated with travel on Board Business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

#### **2.0 Use of Personal Vehicle**

- 2.1 The Board does not accept any responsibility for privately owned vehicles other than paying the appropriate kilometer rates when used for approved board business. The Board will not reimburse for insurance deductibles, parking violations, or driving infractions.
- 2.2 All costs for travel between home and the employee's work site are a personal expense which is the responsibility of the employee and are not eligible for reimbursement.
- 2.3 Employees who start an assignment from home without visiting their regular workplace, will claim for the shorter distance of:
  - home to first call
  - regular work place to first callThe same applies when returning from last call.

- 2.4 The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.
- 2.5 It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.
- 2.6 Where appropriate the board encourages car pooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- 2.7 The kilometric rates for travel will be guided by the per kilometer rate established by the Canadian Revenue Agency. Effective with policy approval date the rates will be as follows:
- 61 cents per kilometre for the first 5,000 km in a school year
  - 55 cents per kilometre for travel in excess of 5,000 km in a school year
- 2.8 Mileage one way/return table has been provided in Appendix A. The km has been set using Google Maps from community to community. Please consider item 2.3 when determining your claim for km. In some cases, there may still be a need to use actual km from odometer reading.

### **3.0 Meal Reimbursement**

- 3.1 The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:
- \$12.00 for breakfast
  - \$15.00 for lunch
  - \$40.00 for dinner
- 3.2 The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of \$27.00.
- 3.3 The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a reasonable gratuity of 15%, up to the maximum allowed for the specific meal.
- 3.4 Meals cannot be claimed in situations where the meal is provided at no expense to the traveler.
- 3.5 If using a Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on meal maximum rates.
- 3.6 No reimbursement for alcoholic beverages shall be allowed and no alcohol purchase shall be on the meal receipt submitted for reimbursement. If alcohol is identified on the receipt for reimbursement, even if removed from the total requested for reimbursement, the meal will be disallowed.

## **4.0 Hospitality**

- 4.1 The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.
- 4.2 Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.
- 4.3 Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

## **5.0 Expense Account Submission**

- 5.1 Personal expense claims must be submitted using the Board Expense Form F01-003.
- 5.2 When submitting an expense claim, the purpose of the trip must clearly be stated and copy of the itinerary and/or boarding pass must accompany the claim.
- 5.3 Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However, on occasion it may be more efficient for one person to submit expenses for others, provided they would otherwise be covered by this policy. In these situations the names of all persons must be clearly identified on the receipt.
- 5.4 All claims must be signed by the person submitting the expenses and supported by original receipts. Credit/Debit card receipts are not acceptable when they do not contain sufficient detail to meet audit requirements.
- 5.5 With respect to the above requirement for original receipts (section 5.4), where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.
- 5.6 Claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than one month after the end of the month in which they were incurred.
- 5.7 Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.

## **7.0 Approval Process**

- 7.1 Trustee and student trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.
- 7.3 The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.
- 7.4 The Director of Education's expenses will be approved by the Chair of the Board.
- 7.5 All other employees will have their immediate supervisor approve expenses.
- 7.6 Appointed non-trustee members' of board committees and school council members' expenses will be approved by a Superintendent of the Board.

## **8.0 Expenses Not Covered**

The following is a list of ineligible expenses the board would deem to be inappropriate:

- Movies (in room or theatre)
- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

## **9.0 Expenses Covered**

9.1 The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage
- Supervisor approved car rentals
- Conference / workshop fees

9.2 Internet access in hotels will be considered an eligible expense for Administration and Trustees only. All other staff will require the prior approval of the Director or appropriate Superintendent.

## **10.0 Expense Review Process**

10.1 The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.

10.2 Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.

10.3 The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.

10.4 The Manager of Accounting Services or designate will review expense claims prior to payment.



- 10.5 The Superintendent of Business will conduct a periodic review of expense accounts paid. The results of this audit will be reported to the Audit Committee.

**Reference:**

**Policy 307**

**Appendix A: SGDSB Expense Form**

**Appendix B: SGDSB Mileage Table**

**OTHER EXPENSES FOR TRUSTEE EQUIPMENT AND SUPPORT**

**Computer**

Upon commencement of their term, a basic laptop computer will be provided by the Board for the Trustee's use during the Trustee's term in office, unless the Trustee decides that they do not want one. If a Trustee vacates the position, the equipment must be returned to the Board.

**Cell phones**

Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of cell phone bill and provided they provide their cell phone number to be used by the board to contact Trustees when necessary. In addition, the Board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. No other phone lines will be provided.

There is a Trustee Cell Phone Connection Fee Application Form (F16-003) and a Trustee Cell Phone Flat Fee Application (Form F16-004). One or the other can be processed as a Trustee may desire

**Appendix C: Trustee Cell Phone Flat Fee Application**

**Internet**

Trustees are required to have internet access at home. Internet services will be set up for direct billing to the Board or will be reimbursed to the Trustee upon submission of their internet provider invoice which indicates the cost of internet service.

**Reporting**

Trustees are provided a semi-annual report on Trustee spending, as requested by the predecessor Board.

**Municipal Officer's Expense Allowance**

A municipal corporation or board may pay a non-accountable expense allowance to an elected officer to perform the duties of that office. For Superior-Greystone DSB Trustees, this expense allowance is deemed to be one-third of the honorarium and allowances paid and are reported

separately on the T-4 slip. For more information, see Interpretation Bulletin IT-292, Taxation of Elected Officers of Incorporated Municipalities, School Boards, Municipal Commissions and Similar Bodies.

## **HELPFUL INFORMATION FOR BOARD MEMBERS**

### **Glossary of Terms and Acronyms**

A & E:	Assessment and Evaluation
ACÉP:	L'Association des conseillères et des conseillers des écoles publiques de l'Ontario. The association of school boards and trustees serving Ontario's French public school system.
ADD:	Attention Deficit Disorder
ADHD:	Attention Deficit Hyperactivity Disorder
ADFO:	Association des directions et des directions adjointes des écoles franco-ontariennes. Members include school administrators in French-language schools in Ontario. Related associations for principals include OPC and CPCO.
AEFO:	Association des enseignantes et des enseignants francoontariens, the french-language affiliate of the Ontario Teachers' Federation.
AEP:	Annual Education Plan
AFOCSC:	L'Association franco-ontarienne des conseils scolaires catholiques. The association of school boards and trustees serving Ontario's French Catholic school system.
AP:	Advanced Placement Courses
ASFO:	Association des agents et agentes de supervision francoontariens. Members include supervisory officers for French-language school boards in Ontario.
BIPSA:	Board Improvement Plan for Student Achievement
BLT:	Board Leadership Team
BPRC:	Board Policy Review Committee
CAC:	Curriculum Advisory Committee (Elementary)
CAS:	Children's Aid Society
CCAC:	Community Care Access Centre
CCC:	Computer Curriculum Corporation
CIA:	Choices into Action

CODE: .....	Council of Ontario Directors of Education. Members include directors of education from all four school board systems English public, English Catholic, French public and French Catholic.
CODELF: .....	Conseil ontarien des directions d'éducation de langue française. Members include French-language directors of education in Ontario.
COSBO:.....	Council of School Business Officials. Members include Superintendents of Business or Senior Business Officials from all four school board systems.
Coterminous .....	District school boards with the same or overlapping boundaries (in other Boards: words, the English public, French public, French Catholic, and English Catholic boards that serve some or all of the same geographical area).
DeIC:.....	District e-learning Coordinator
DD: .....	Developmental Disorder
DRA:.....	Diagnostic Reading Assessment
DSB: .....	District School Board.
DWA: .....	Diagnostic Writing Assessment
EA:.....	Educational Assistant
ECCODE: .....	English Catholic Council of Directors of Education. Members include directors of education for English Catholic school boards.
EDI:.....	Early Developmental Inventory
EDU:.....	Ministry of Education. An abbreviation used by the ministry in some of its publications.
EETF: .....	Education Equality Task Force. A Task Force, chaired by Dr. Mordechai Rozanski, appointed by the Ministry of Education to review certain aspects of the Student Focused Funding Model.
EIC:.....	Education Improvement Commission. The arm's length agency of the Ontario government established to oversee the amalgamation of school boards to larger district school boards during the late 1990's.
Elementary Level: ..	Junior Kindergarten to Grade 8
EPJD: .....	Education in the Primary and Junior Division
EQAO: .....	Education Quality and Accountability Office. A crown agency established in 1996 to measure and communicate the achievements of students, schools and school boards, through province wide assessments of students and through other indicators.
ES:.....	English as a Second Language
ESS: .....	Educational Support Staff
ESP/EA:.....	Education Support Personnel/Educational Assist

ETFO:..... Elementary Teachers' Federation of Ontario representing English public elementary teachers.

FACS:..... Family and Children Services

FDK: ..... Full day kindergarten

FNAC:..... First Nations Advisory Committee

FSL:..... French as a Second Language

FTI: ..... Full time equivalent

GSIP:..... Growing Success Implementation Plan

ICT:..... Information and Communication Technology.

IEP:..... Individual Education Plan. A special education plan developed for a student who has been identified as exceptional through an IPRC process.

ILC:..... Independent Learning Centre

Intermediate  
Division: ..... Grades 7 to 10.

IEAC: ..... Indigenous Education Advisory Committee

IPRC: ..... Identification, Placement and Review Committee. A committee comprised of at least three individuals, at least one of whom must be a principal or a supervisory officer, who decide whether individual students should be formally identified as exceptional for the purpose of providing special education support.

ISA:..... Intensive Support Amount

JK: ..... Junior Kindergarten.

Junior Division:..... Grades 4 to 6.

LDCC:..... Locally Developed Compulsory Course

LRA:..... Labour Relations Act.

LRB:..... Labour Relations Board

MIDENT:..... Ministry Identification Number

MFIPPA: ..... Municipal Freedom of Information and Protection of Privacy Act.

MWF: ..... Maintenance Working Foreman

NTIP ..... New Teacher Induction Program

OAC:..... Ontario Academic Course. The senior academic year following Grade 12 which was phased out as of June 2003.

OASBO:..... Ontario Association of School Business Officials. Members include administrators in school boards throughout Ontario

OCSBO :	Ontario Catholic School Business Officials. Members include administrators in Catholic school boards throughout Ontario.
OCSOA:	Ontario Catholic Supervisory Officers' Association. Members include supervisory officers for Catholic school boards throughout Ontario.
OCSTA:	Ontario Catholic School Trustees' Association.
OCT:	Ontario College of Teachers. A self-regulating professional body which may confer, suspend or rescind the teaching certificates of its members.
ODD:	Opposition Defiance Disorder
OECTA:	Ontario English Catholic Teachers' Association,
OEN:	Ontario Education Number. A number assigned to each student by the Ministry of Education to facilitate data collection.
OESC :	Ontario Educational Services Corporation. A non-profit organization that provides services to school boards, including the provision of Criminal Reference Background Checks for school board employees and service providers.
OH &S:	Occupational Health and Safety
OPC:	Ontario Principals' Council.
OPSBA:	Ontario Public School Boards' Association
OSBIE:	Ontario School Boards' Insurance Exchange
OPSOA:	Ontario Public Supervisory Officers' Association. Members include supervisory officers in public school boards throughout Ontario.
OSBIE:	Ontario School Boards' Insurance Exchange
OSR:	Ontario Student Record.
OSSD:	Ontario Secondary School Diploma.
OSSLC:	Ontario Secondary School Literacy Course
OSSLT:	Ontario Secondary School Literacy Test. A provincial test administered by EQAO and written by Grade 10 students to evaluate their reading and writing skills to Grade 9 levels.
OSSTF:	Ontario Secondary School Teachers' Federation representing English public secondary teachers.
OTF:	Ontario Teachers' Federation, an umbrella organization for the following affiliates: OECTA, ETFO and AEFO. OSSTF is not affiliated with OTF.
OYAP:	Ontario Youth Apprenticeship Program
PAC:	Professional Advisory Committee (Secondary)
PST:	Program Support Team
PIC:	Parent Involvement Committee

PLAR: ..... Prior Learning Assessment and Recognition

Primary Division: .... Junior Kindergarten to Grade 3.

PST:..... Program Support Team

PTR: ..... Pupil Teacher Ratio

RECAPP: ..... Real Estate Capital Asset Priority Planning System

School Councils: .... Advisory bodies comprised of parents, community members and others with a mandate to provide advice to the school principal and the school board on certain matters.

SEAB: ..... Special Education Appeal Board. A committee established by a school board to hear an appeal of an IPRC decision, either for or against identifying a student as exceptional.

SEAC: ..... Special Education Advisory Committee. A committee established by each school board to monitor the board's special education programs, services and plans.

Secondary Level: ... Grades 9 to 12

SEF:..... School Effectiveness Framework

SEL:..... School Effectiveness Lead

SEIU: ..... Service Employees' International Union

Senior Division: .... Grades 11 and 12.

SEPPA: ..... Special Education per Pupil Amount

SET:..... Special Education Tribunal. A tribunal established by the Ministry of Education to hear final appeals made by parents who disagree with a board decision for or against identifying a student as exceptional.

SHSM: ..... Secondary High Skills Major (this is a type of program connecting high school and college)

SIP:..... School Improvement Plan

SK:..... Senior Kindergarten.

SERT: ..... Special Education Resource Teacher

SWST: ..... Student Work Study Teacher

TAP:..... Teacher's Advisory Program

TPA:..... Teacher Performance Appraisal

WHMIS: ..... Workplace Hazardous Materials Information System

WSIB: ..... Workplace Safety and Insurance Board



## Links to Helpful Information on the Internet

[www.sgdsb.on.ca](http://www.sgdsb.on.ca)

[www.ontarioschooltrustees.org](http://www.ontarioschooltrustees.org)

[www.edu.gov.on.ca/eng/](http://www.edu.gov.on.ca/eng/)

<http://www.edu.gov.on.ca/eng/parents/getinvolved.html>

[www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90e02\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm)



### Board Office

12 Hemlo Drive  
Marathon, Ontario  
P0T 2E0

Phone: 1-888-604-1111

Fax: 1-807-229-1471

Email: [boardoffice@sgdsb.on.ca](mailto:boardoffice@sgdsb.on.ca)

**[www.sgdsb.on.ca](http://www.sgdsb.on.ca)**



[Facebook.com/SGDSBoard](https://www.facebook.com/SGDSBoard)



[Twitter.com/SGDSBoard](https://twitter.com/SGDSBoard)



[Linkedin.com/Superior-Greenstone  
District School Board](https://www.linkedin.com/company/superior-greenstone-district-school-board)

## Appendix A



### Superior-Greenstone District School Board

### Expense Report

Path to locate form in SGDSB System is:  
Outlook/Public Folders/All Public Folders/Forms/Board Forms/ Finance/F01-003 Expense Report.

I certify that expenses reported herein were incurred on board business and are in compliance with board policy.

Name of Claimant (Print): John Smith  
Mailing Address (with Postal Code) P.O. Box 000, Anytown, ON P0T 0T0

Signature of claimant: Original signature Required

Date submitted: Dec. 01, 2015

Conference Title, if applicable OPSBA Public Education Symposium

Conference date(s): November 28-29, 2015

Enter all expenses. Attach original receipts.  
Credit/Debit card receipts are NOT acceptable.

Maximum Meal Limits, includes gratuities: B-\$10; L-\$15; S-\$40.  
Receipts required. Claim actual costs up to maximum limits.

Date expense incurred	Details of Travel or Expense	Vehicle (kms.)	Other Travel (air,taxi,etc)	Meals (Itemize by date)			Hotel	Other	Total
				B	L	S			
11/28/14	Travel Anytown to Thunder Bay	310							
11/30/14	Return Thunder Bay to Anytown	310							
11/28/14	Hotel-Valhalla Inn						136.90		136.90
11/30/14	Meal-Supper					35.50			35.50
11/30/14	Meal Breakfast			9.75					9.75
	Meal limits illustrated (top right) include added tax and gratuities. Only receipts that include itemized meal orders are acceptable: debit slips will not be reimbursed. Meal limits are not cumulative, i.e., breakfast limit cannot be added to lunch should you pass on breakfast.								

Total kms this claim 620

Subtotal 182.15 A

Cumulative kms - prior claims 310

Cumulative kms to date 930

EFFECTIVE Oct. 1, 2008

Vehicle Rates are \$0.52/km for up to 5,000 km/school yr and \$0.46/km for excess kms

Kms @ \$0.52 620 x .52 = 322.40  
Kms @ \$0.46  x .46 =

-----> Total Vehicle Claim 322.40 B

Names of Passengers, if applicable

Include name(s) of anyone who may have been car-pooling with you.

Total Expense Claim 504.55 C=A+B

Immediate Supervisor(signature):

Supervisor responsible for account

I have reviewed this claim and certify that it is in compliance with Board policy.  
(Initial below beside account):

Accounting Distribution (of amount in "C")	
Account Code	Amount

F01-003

2012 09 Rev

Google MapQuest was used to assign round trip kilometers. Figures have been rounded up to the next kilometer.

Superior-Greenstone DSB Mileage-one way													
	Beardmore	Dorion	Geraldton	Longlac	Manitouwadge	Marathon	Marathon-MTPS	Nakina	Nipigon	Red Rock	Schreiber	Terrace Bay	Thunder Bay
Beardmore		118	85	113	350	262	264	149	79	98	167	180	196
Dorion	118		203	231	314	226	228	267	40	37	131	144	78
Geraldton	85	203		38	438	347	348	65	163	182	251	264	281
Longlac	113	231	38		479	379	376	103	192	210	279	297	308
Manitouwadge	350	314	438	479		98	100	509	274	293	184	170	392
Marathon	262	226	347	379	98		3	411	187	206	96	83	304
Marathon-MTPS	264	228	348	376	100	3		413	188	207	97	84	305
Nakina	149	267	65	103	509	411	413		228	247	316	329	345
Nipigon	79	40	163	192	274	187	188	228		19	91	105	117
Red Rock	98	37	182	210	293	206	207	247	19		110	123	114
Schreiber	167	131	251	279	184	96	97	316	91	110		14	208
Terrace Bay	180	144	264	297	170	83	84	329	105	123	14		221
Thunder Bay	196	78	281	308	392	304	305	345	117	114	208	221	
Superior-Greenstone DSB Mileage-return													
	Beardmore	Dorion	Geraldton	Longlac	Manitouwadge	Marathon	Marathon-MTPS	Nakina	Nipigon	Red Rock	Schreiber	Terrace Bay	Thunder Bay
Beardmore		236	170	226	700	524	528	298	158	196	334	360	392
Dorion	236		406	462	628	452	456	534	80	74	262	288	156
Geraldton	170	406		76	876	694	696	130	326	364	502	528	562
Longlac	226	462	76		958	758	752	206	384	420	558	594	616
Manitouwadge	700	628	876	958		196	200	1018	548	586	368	340	784
Marathon	524	452	694	758	196		6	822	374	412	192	166	608
Marathon-MTPS	528	456	696	752	200	6		826	376	414	194	168	610
Nakina	298	534	130	206	1018	822	826		456	494	632	658	690
Nipigon	158	80	326	384	548	374	376	456		38	182	210	234
Red Rock	196	74	364	420	586	412	414	494	38		220	246	228
Schreiber	334	262	502	558	368	192	194	632	182	220		28	416
Terrace Bay	360	288	528	594	340	166	168	658	210	246	28		442
Thunder Bay	392	156	562	616	784	608	610	690	234	228	416	442	

**Trustee Cell Phone Flat Fee Application**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**I have agreed to let the Board use my personal cell phone number to contact me when necessary.**

**I will be paid a monthly allowance of \$50.00.**

\_\_\_\_\_ **I have attached a copy recent cell phone bill.**

**Initials**

\_\_\_\_\_  
**Signature of Trustee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Approval**

\_\_\_\_\_  
**Date**

**The above will be processed through payroll on a monthly basis.**

**OFFICE USE:**

\_\_\_\_\_ **Application sent to Human Resources for processing.**  
**GL account to be charged: 31-405-6-000-0000 \_\_\_\_\_.**

\_\_\_\_\_ **Date**

**The above will be put into place effective the beginning of the month following the date of application.**



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# **SUPERIOR-GREENSTONE**

## **DISTRICT SCHOOL BOARD**

### **PROCEDURAL BYLAWS**

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# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## Procedural BYLAWS

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*(Credit: National Association of Parliamentarians NAP)*





**PREAMBLE**

**A. PURPOSE**

The following organizational bylaws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business by board members and staff.

These bylaws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

**B. NAME OF THE BOARD**

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

**C. JURISDICTION**

The area served by the Board shall be as delineated by Government Regulation and as it may be altered by Regulation from time to time.

**D. BOARD STATUS**

Pursuant to section 58.5(1) of the *Education Act*:

“Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act”.

But, pursuant to section 58.6 of the *Education Act*:

“A district school board shall be deemed to be a local board and a school board for the purposes of the *Municipal Elections Act, 1996*”.



## BYLAWS OF THE SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

### ARTICLE I - NAME

The name of this Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

### ARTICLE II - PURPOSE

The purpose of the Superior-Greenstone District School Board shall be to inspire students to succeed and make a difference.

### ARTICLE III - DEFINITIONS

#### Section 1. — Definitions

- 1.1 **“Act”** means the *Education Act*, Revised Statutes of Ontario, as amended from time to time.
- 1.2 **“Ad Hoc Committee”** also referred to as a special committee, means a committee established by the Board, as the need arises, to consider a specific, assigned matter, and report back thereon to the Board by a fixed date.
- 1.3 **“Administrative Officers”** means the Director of Education as Secretary of the Board and the Superintendent of Business as Treasurer of the Board.
- 1.4 **“Appointed Members”** means members appointed by the Board to sit as members with full or partial rights and to include (a) First Nations representative(s) and (b) Student Trustee(s).
- 1.5 **“Board”** means the Superior-Greenstone District School Board.
- 1.6 **“Board Officers”** means the Chair, Vice-Chair, Secretary and Treasurer of the Board.
- 1.7 **“Bylaws”** means the document that contains an organization’s own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.
- 1.8 **“Chair”** means the Chair of the Board.



- 1.9 **“Committee Chair”** means a Chair of a committee of the Board.
- 1.10 **“Committee of the Whole”** means the Board meeting as a whole within the rules and regulations of a committee and open to the public unless, in accordance with the Education Act, the subject matter under consideration permits the meeting to be closed to the Public (“In-Camera”).
- 1.11 **“Director”** means Director of Education, Secretary of the Board and its Chief Executive Officer.
- 1.12 **“Elected Board Officers”** means the Chair and Vice-Chair of the Board.
- 1.13 **“Ex-Officio”** refers to a member who is permitted to act by virtue of office, with the right, but not the obligation, to participate in the proceedings of the committee, and is not counted in determining the number required for quorum or whether a quorum is present at a meeting.
- 1.14 **“Majority”** means more than half.
- 1.15 **“Majority vote”** (unqualified) means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.
- 1.16 **“Member”** means a Trustee, elected or appointed, of the Board.
- 1.17 **“Notice”** means the written announcement at the preceding meeting of a proposal to be brought before the Board at the following meeting or a special meeting called for the purpose to address the proposal.
- 1.18 **“Quorum”** means the number or proportion of members that must be present at a meeting of an organization to enable it to validly transact business.
- 1.19 **“Standing Committee”** means a committee established by the Board to consider, on an ongoing basis, a specific, fixed area of the Board’s operations.
- 1.20 **“Statutory Committee”** means any committee established by requirement of statute or regulation.
- 1.21 **“Sub Committee”** means any subcommittee established by a committee of the board (except a committee of the whole) which is responsible to and reports to the committee and not to the Board.
- 1.22 **“Vice-Chair”** means the Vice-Chair of the Board.

## ARTICLE IV - MEMBERS

### Section 1. — Elected Trustees

Elected Trustees are elected at a regular election in accordance with the *Municipal Elections Act*, 1996.

### Section 2. — First Nations Representative

The First Nations Representative(s) is appointed to the board to represent the interests of the First Nation students and is deemed to be an elected member of the board, with all the rights, privileges and responsibilities of any other member in accordance with the *Education Act*.

### Section 3. — Student Trustee

The Student Trustee is a pupil(s) enrolled in the senior division of a school of the board and elected by his or her peers in accordance with the *Education Act*.

Once elected, the Student Trustee attains a limited membership and term of office as outlined in the *Education Act* and referenced in Appendix C Regular Meetings.

## ARTICLE V - OFFICERS

### Section 1. — Elected Board Officers

The elected board officers shall be a Chair and a Vice-Chair of the Board. These officers shall serve for a term of one year and until their successors are elected.

### Section 2. — Administrative Officers

The Secretary of the Board shall be the Director of Education in accordance with the *Education Act*.

The Treasurer of the Board shall be the Superintendent of Business.

### Section 3. — Duties of Officers

Officers shall perform duties as outlined in the *Education Act*, Provincial Regulation, Board Policy and Procedures, and as prescribed in these bylaws, special rules of order, and the parliamentary authority adopted by the Board as well as those outlined in Appendix F, Code of Conduct for Trustees.

Matters or procedures not specifically described in these bylaws, special rules of order, the adopted parliamentary authority, or procedures outlined in the attached appendices, shall be handled in a manner established by the Chair subject to unanimous consent or, if any objection, a majority vote. Any such procedure will be in effect only until the matter at hand is disposed of.



## **ARTICLE VI - MEETINGS**

### **Section 1. — Regular Meetings**

Regular Meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

### **Section 2. — Annual Organizational Meeting**

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing board members to committees and for any other items of business deemed necessary.

### **Section 3. — Inaugural Meeting**

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the *Education Act*.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

### **Section 4. — Special Meetings**

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

### **Section 5. — Quorum**

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

### **Section 6. — Notice of Meetings**

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.



**Section 7. — Electronic Meetings**

It shall be possible and permitted for members, including appointed members, upon request to the Secretary of the Board, to participate using electronic means, so long as all members can simultaneously participate in the meeting and as outlined in Board Policy and Provincial Regulations. Electronic means must allow for secure two-way communication for any in-camera meetings.

Despite the availability of electronic meetings, attendance must comply with the provisions outlined in the *Education Act*.

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

- The distance from the Chair's current residence to the meeting location is 200 km or greater;
- Weather conditions do not allow the Chair to travel to the meeting location safely;
- The Chair cannot be physically present at a meeting due to health-related issues.

No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

**Section 8: — Minimum Requirements re Physical Presence in Board Meeting Room**

A member of a board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board in each 12-month period beginning December 1.

For the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

<b>ARTICLE VII - ELECTIONS</b>
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**Section 1. — Elections**

All elections shall be conducted by ballot according to the balloting procedures outlined in Appendix B, Election Procedures. If only one person is nominated or elects to stand for a position, that member shall be declared elected by acclamation.

**Section 2. — Election Procedures**

The procedures at an Inaugural Meeting and succeeding Annual Organizational Meetings shall be in accordance with the *Education Act* and election procedures as outlined in Appendix B, Election Procedures.



## ARTICLE VIII - COMMITTEES

### **Section 1. — Statutory Committees**

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

### **Section 2. — Standing Committees**

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Native Education Advisory Committee (NEAC), Occupational Health and Safety Committee (OH&S), Education Committee, and Business Committee.

### **Section 3. — Ad Hoc (Special Committees)**

Ad Hoc Committees (Special Committees) may be established by the Board and comprised of individuals deemed necessary to provide input to the Board on a topic or group of topics as determined by the Board.

### **Section 4. — Sub Committees**

Sub Committees may be established by committees of the Board to undertake specific assigned matter(s) and report back to the striking committee by a fixed date.

### **Section 5. — Additional Committees**

Additional committees may be established by the Board, or as directed by regulation, as deemed necessary.

### **Section 6. — Ex-officio**

The Chair and Vice-Chair of the Board shall be ex-officio members of all board committees, unless elected or appointed as members resulting in ex-officio status no longer applying.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Superior-Greystone District School Board in all cases to which they are





applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Board may adopt.

#### **ARTICLE X - AMENDMENT OF BYLAWS**

Provisions within these bylaws may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the bylaws, by a 2/3 vote with notice.

Provisions within these bylaws may not be suspended.

Any reference to Acts or Regulations in these bylaws that require changes as a result of changes to Acts or Regulations shall be considered as written into the present bylaws with the new reference and alternate numbering, as required.

#### **ARTICLE XI – AMENDMENT OF APPENDICES**

Provisions within the attached appendices may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the appendices, by a 2/3 vote without notice or by a majority vote with notice.

Provisions within the attached appendices may be suspended by a 2/3 vote.

#### **APRIL 18, 2016 AMENDMENT OF APPENDICES**

##### **MOTION NO. 50/16**

Moved by: *Trustee M. Mannisto*

Second: *Trustee M. McIntyre*

✓ **That**, the Superior-Greystone DSB amend Appendix B, (Page 12) Committee Members to read as follows:

*“Elections: The Chair shall by way of members’ expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws.”*

##### **MOTION NO. 51/16**

Moved by: *Trustee M. McIntyre*

Second: *Trustee M. Fisher*

✓ **That**, the Superior-Greystone DSB amend Appendix A, (Page 9) Special Rules of Order as follows:

*“Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.”*

#### **NOVEMBER 19, 2018 AMENDMENT OF APPENDICES**

##### **MOTION NO. 151/18**

Moved by: *Trustee G. Vallance*

Second: *Trustee M. Mannisto*

✓ **That**, the Superior-Greystone DSB approves the revision to Board Bylaws: Election Procedures - Appendix B: Procedure of Drawing Lots.



**APPENDIX A**

**Special Rules of Order**

The following special rules of order adopted by the Superior-Greystone District School Board shall take precedence over the parliamentary authority, that being the most current edition of Robert's Rules of Order Newly Revised (RONR), adopted by the Board.

**A. Ballot**

The results of a ballot vote will be announced, but not the count.

**B. Committee of the Whole**

The Chair of the Board shall chair the committee of the whole meeting.

**C. Debate**

Members may speak in debate twice up to two (2) minutes each time on any debatable motion. A motion to Limit or Extend Limits of Debate may be adopted by a 2/3 vote.

**D. Ex-officio**

While ex-officio members shall have all the rights to speak, they will not have voting rights and will not affect the quorum.

**E. Reconsideration**

The motion to reconsider will follow the current edition of RONR, with the following provision:

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for 6 months, unless the members, by a 2/3 vote, agree to do so.

**F. Notice**

Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.

*(Motion 51/16)*



## **APPENDIX B**

### **Election Procedures**

#### **Procedures**

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows.

#### **Secretary Assumes Chair**

The Secretary shall assume the Chair until the election of a Chair is concluded.

#### **Call to Order**

The Secretary shall:

- (a) call the meeting to order; and
- (b) if a quorum is present proceed to (c); or  
if no quorum is present proceed with available options:
  - i) Recess
  - ii) adjourn
  - iii) fix the time to which to adjourn
  - iv) take measures to acquire a quorum
- (c) in an election year, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members; and
- (d) declare the Board to be legally constituted when all members present have taken the declaration and oath, if taken, and they constitute a majority of all of the members of the Board.

#### **Ballots**

The Secretary shall have ballots prepared for each office.

Electronic secret voting shall be allowed. The voting member shall phone the scrutineer. The scrutineer shall fill in the ballot and place the ballot for the member.

#### **Scrutineer**

The Secretary shall designate two staff members to act as scrutineers.

#### **Elections**

The Secretary shall conduct the election for the Office of Chair by calling for nominations from the floor and each member so nominated shall indicate whether or not he/she will stand.

A seconder for a nomination is not required.



The following provisions shall apply.

- (a) **Acclamation**  
If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.
- (b) **Contested**  
Where more than one member stands, a vote shall be taken by secret ballot, and the member receiving the majority vote shall be declared elected.
- (c) **Addressing the Members**  
Time will be allocated for each candidate for the office of Chair and one (1) nominator for each candidate to address the Board in public session, if they chose to do so.
  - The nominator will be allowed up to two (2) minutes to speak.
  - The candidate will be allowed up to three (3) minutes to speak.
  - The time allowed will be strictly adhered to.
- (d) **No Majority on First Ballot**  
If no nominee receives a majority on the first ballot, the name of the member receiving the fewest votes shall be removed and the members shall proceed to vote anew, again by secret ballot, and so on until a Chair has been duly elected.
- (e) **Tie for Fewest Votes**  
If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be removed.
- (f) **Drawing Lots**  
In the event of an equality of votes for the position of Chair, a further ballot shall be taken. If, upon the second ballot the equality remains, the nominees shall draw lots to fill the position of Chair.

### **Procedures for Drawing Lots**

The names of these candidates will be placed in a box by the two scrutineers and will be drawn by one scrutineer to declare the successful candidate. This will take place in front of the candidates.

Ballots shall be prepared by the two scrutineers as follows and placed in a box:

- One ballot for each candidate that states the candidates name; the other(s) blank.
- A sufficient number of blank ballots will be added to ensure fairness. The total number of blank ballots will be two times the number of candidates (e.g. If there are two candidates, therefore there will be four blank ballots).
- In the case of a blank ballot being drawn, ballots will continue to be drawn by a scrutineer until a candidate's name is drawn. This candidate will be the successful candidate.
- A scrutineer will provide the ballot to the Secretary to announce.



## **Balloting**

The Secretary shall announce the results of any ballot, but shall not declare the count.

## **Assuming Chair**

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

## **Destroying Ballots**

Once the successful candidate for chair is declared and assumes the role, the chair shall announce that the ballots are to be destroyed. No vote is required.

## **Vice-Chair**

The Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

## **Committee Members**

### **Elections**

The Chair shall by way of members' expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws. *(Motion 50/16)*

### **Destroy Ballots**

Once the successful members are declared, the Chair shall announce that the ballots are to be destroyed.

### **Committee Chairs**

Committee Chair elections shall occur by ballot, unless by acclamation, at the first meeting of the committee.

## **Other Business**

Any other general business of the Board shall then be conducted.

## **Term of Office**

The term of office for all elected Board Officers shall be for one (1) year and until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual member shall serve as an Officer of the Board.



## **APPENDIX C**

### **Regular Meetings Of The Board Procedures**

#### **Agenda**

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an Administrator's discharge of duty under the *Education Act* and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

#### **Quorum**

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

#### **Member Absence**

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

#### **Agenda (Order of Business)**

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.



## **Unfinished Business**

If the adjournment of a meeting results in items of business on the Agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the Agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.

## **Participation of Appointed Members**

### First Nations Representative

Once appointed, the member representing First Nations is deemed to be an elected Member and, as such, has all the rights, privileges and responsibilities of any other member, and is subject to the same rules and regulations.

### Student Representative

Once elected, the Student Trustee attains only a limited membership, and the Student Trustee may:

- (a) regularly attend Board Meetings and the Committee of the Whole In-Camera Sessions, however will be excused from discussions related to the “Personnel” section of In-Camera Agendas and those related to students and/or their parent(s)/guardian(s);
- (b) request that items be placed on or added to the Agenda, subject to the approval of the Chair and/or the Director;
- (c) request that a matter before the Board, or one of its Committees on which the Student Trustee sits, be put to a recorded vote and, in that case, there shall be:
  - (i) a recorded, non-binding vote that includes the Student Trustee’s vote; and
  - (ii) a recorded binding vote that does not include the Student Trustee’s vote;
- (d) make presentations to the Board;
- (e) generally provide advice to the Board from the perspective of a student within the system;
- (f) sit on Board Committee Meetings as other Trustees; however, not on a Committee that requires one or more “Members of the Board”. When Board Policy governs Committee membership, the Board could amend its Policy to allow a Student Trustee to sit on the Committee.

The Student Trustee may NOT:

- (a) move or second a motion; however, is entitled to suggest a motion on any matter at a Meeting of the Board, or of one of its Committees on which the Student Trustee sits and, if no Member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion;
- (b) participate in any Committee or Subcommittee dealing with employee matters;
- (c) serve as Chair or Vice-Chair.



## **Public Access to Meetings and Minutes**

### Meetings

All Meetings of the Board and its Committees shall be open public meetings except for those portions held In-Camera in accordance with the provisions of the *Education Act*.

### Minutes

Minutes of Regular Board Meetings shall be made available on the Board website.

## **Exclusion of Persons**

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

## **Temporary Chair**

If at any meeting there is no Chair or Vice-Chair present, the members present may by consensus appoint a member in attendance with the Director or designate to be the Chair for that Meeting.

## **Voting by Chair**

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all meetings of the Board and its Committees.

## **Presiding Officer's Participation**

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

## **Reconsideration**

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for six months, unless the members, by a 2/3 vote, agree to do so.



**APPENDIX D**

**DELEGATIONS**

**Conditions**

Persons or groups wishing to appear before the Board shall be permitted to do so, provided:

- (a) Subject Matter:  
is a matter within the jurisdiction of the Board; and
- (b) Request  
a request is received by the Chair or the Director or designate at least six (6) days prior to the meeting at which the delegation is requesting permission to be heard.

**Approval**

Requests from delegations by or on behalf of employees of the Board shall require the approval of the Board.

**Specifics**

Requests from delegations must specify the nature of the topic to be addressed, and the name of the spokesperson for the group.

**In Camera Topics**

Where the subject matter of the delegation involves matters that according to the *Education Act* are to be discussed in camera, the delegation will be included on the Agenda for the Committee of the Whole Board in Camera part of the Regular or Special Meeting.

**Handouts**

If a delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

**Exception**

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

**Refusal**

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Trustees at the same meeting.



### **Referred to Committee**

The Chair or Director may assign a requested delegation to a Committee of the Board.

### **Time Limit**

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

### **Questions**

Questions of clarification may be asked by the members following a presentation.

### **Decision**

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.



**APPENDIX E**

**CODE OF CONDUCT  
FOR MEMBERS OF  
SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**PREAMBLE**

The first and foremost job of the Superior Greenstone District School Board of Trustees is to ensure ongoing achievement and well-being of all its students. This requires a board that is focused on the strategic direction, priorities, mission and values approved by the Board. It requires Board members to demonstrate-collectively and individually- the highest standards of ethical conduct.

**1. RATIONALE**

This code of conduct guides the actions of Board members of the Superior Greenstone District School Board (SGDSB) as they carry out their duties described in the Education Act and Board policy. In addition, the actions of SGDSB Board members must align with the values outlined in the Board's Strategic Priorities and Commitments.

The Board members of the SGDSB occupy positions of public trust and confidence. They are expected to maintain the integrity of the board and their position as a Board member. Board members will discharge their duties and responsibilities in a professional and impartial manner. It is imperative that trustees be and be seen to be acting in the best interests of the people they serve.

**2. PURPOSE**

A code of conduct policy contributes to confidence in public education and respect for the integrity of elected Trustees in their community. It deals with acceptable and respectful behaviours.

**3. APPLICATION**

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Superior Greenstone District School Board.



#### **4. GUIDING PRINCIPLES**

##### **Principle 1: Integrity and Dignity of Office**

- 1.1 Trustees' first responsibility is to our students, the parents and guardians in our school system, our employees and the communities we serve.
- 1.2 Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 1.3 Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 1.4 Trustees will commit themselves to dignified, ethical, professional and lawful conduct.

##### **Principle 2: Avoidance of Personal Advantage and Conflict of Interest**

- 2.1 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might perceive that the gift could influence the Trustee when performing his or her duties to the Board.
- 2.2 A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- 2.3 A Trustee shall not use his or her office to obtain employment with the Board for the Trustee or a family member.

##### **Principle 3: Compliance with Legislation**

- 3.1 A Trustee of the Board shall discharge his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder.
- 3.2 Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.
- 3.3 Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

##### **Principle 4: Civil Behaviour**

- 4.1 No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.



- 4.2 A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
- 4.3 When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.
- 4.4 Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

**Principle 5: Respect for Confidentiality**

- 5.1 Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of such deliberations, unless required to divulge such information by law or authorized by the Board to do so.
- 5.2 No Trustee shall use confidential information for either personal gain or to the detriment of the Board.
- 5.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

**Principle 6: Upholding Decisions**

- 6.1 A Trustee of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 6.2 A Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
- 6.3 A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 6.4 Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
- 6.5 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair or Board to do so. When a Trustee expresses their opinion(s) in public, they must make it clear that they are not speaking on behalf of the Board.



**5. ENFORCEMENT OF THE CODE OF CONDUCT**

## Identifying a Breach of the Code

- 5.1 A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board or another trustee as designated by the Board and described in Section 6.1.
- 5.2 Any allegation of a breach of the Code must be brought to the attention of the Chair no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- 5.3 Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.
- 5.4 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or recurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

**6. CHAIR / PRESIDING OFFICER**

- 6.1 The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair.
- 6.2 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- 6.3 The Board will appoint a Code of Conduct committee when required to conduct the formal inquiry process. This committee will consist of the Chair or Designate and such trustees as determined by the Board at that time.



- 6.4 The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

## **7. INFORMAL COMPLAINT PROCEDURE**

- 7.1 The Chair of the Board on his/her own initiative, or at the request of a Trustee of the Board, without the necessity of providing a formal written complaint, may review the complaint and may meet informally, with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
- 7.2 The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

## **8. FORMAL COMPLAINT PROCEDURE**

- 8.1 A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:
- a) The name of the Trustee who is alleged to have breached the Code;
  - b) The alleged breach or breaches of the Code;
  - c) Information as to when the alleged breach came to the Trustee's attention;
  - d) The grounds for the belief of the Trustee that a breach of the Code has occurred; and
  - e) The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

- 8.2 In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two (2) months prior to Election Day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged



breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

- 8.3 The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.
- 8.4 The Chair or Designate shall convene the Code of Conduct Committee as appointed by the Board.

## **9. REFUSAL TO CONDUCT INQUIRY**

- 9.1 If the Code of Conduct Committee is of the opinion that the allegation of the breach is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

## **10. STEPS OF INQUIRY**

- 10.1 The Statutory Powers Procedure Act does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
- 10.2 Procedural fairness and the principles of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
- 10.3 The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
- 10.4 The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the Code of Conduct Committee undertaking the formal inquiry and in writing.
- 10.5 Once the formal inquiry is complete, the investigators shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the Code of Conduct Committee. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have ten (10) business days (or such reasonable period of time as deemed appropriate by the Code of Conduct Committee), from the receipt of the draft report to provide a written response.
- 10.6 If the accused Trustee refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

- 10.7 The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.

## 11. SUSPENSION OF FORMAL INQUIRY

- 11.1 If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

## 12. DECISION

- 12.1 Trustees shall consider only the findings in the Final Report when voting on the decision and sanction. No Trustee shall undertake his/her own investigation of the matter.
- 12.2 The final report shall be delivered to the Board of Trustees, and a decision will be made by the Board of Trustees as to whether or not the Code of Conduct has been breached.
- 12.3 The sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 12.4 ***The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.*** The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- 12.5 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- 12.6 The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- 12.7 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two thirds (2/3rd) of the Trustees of the Board present and voting.

- 12.8 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- 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.

### **13. SANCTIONS**

- 13.1 If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- a) Censure of the Trustee
  - b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
  - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
- 13.2 The Board shall not impose a sanction, which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
- 13.3 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 and that are not available to members of the public.
- 13.4 The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

### **14. RECONSIDERATION**

- 14.1 If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall,
- a) Give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
  - b) 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 seven (7) business days after the submissions are received by the Trustee; and;



- c) Consider any submissions made by the trustee and shall confirm or revoke the determination or sanction within twenty (20) business days after the submissions are received.
- 14.2 If the Board revokes a determination, any sanction imposed by the Board is revoked.
  - 14.3 If the Board confirms a determination, the Board shall, within the twenty (20) business days confirm, vary or revoke the sanction.
  - 14.4 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
  - 14.5 The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two thirds (2/3rd) of the Trustees present and eligible to vote. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.
  - 14.6 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be permitted to answer any questions at that meeting.
  - 14.7 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.



## APPENDIX F

## Basic Parliamentary Information

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## BASIC PARLIAMENTARY INFORMATION

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## PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
<b>Obtaining and assigning the floor</b>		
A member rises when no one else has the floor		"Mr./Madame President/Chairman"
	Recognizes the member by name, title or nodding	
<b>How the motion is brought before the assembly</b>		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
<b>Consideration of the motion</b>		
See rules for debate (sidebar)		Debate
<b>The chair puts the question to a vote of the assembly</b>		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
<b>The chair announces the results of the vote</b>		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

## PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

## RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.





**PERTINENT FACTS**

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

**MEANING OF SYMBOLS**

- # Main motion when no other motion is pending.  
 I In order when another has the floor; may interrupt.  
 S Requires a second.  
 D Is debatable.  
 A Can be amended.  
 M Requires a majority vote (i.e. more than half of votes cast).  
 $\frac{2}{3}$  Requires a 2/3 vote (twice as many in the affirmative as in the negative).  
 + Usually no vote is taken; the chair decides.  
 N No vote; chair responds.  
 R Vote may be reconsidered.  
 \* See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

**<sup>1</sup>TYPES OF AMENDMENTS**

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

**RANKING MOTIONS**

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
-----------	--------	--------	-------	------	------------

**PRIVILEGED MOTIONS**

#	Fix the Time to Which to Adjourn		S		A	M	R
#	Adjourn		S			M	
#	Recess		S		A	M	
	Raise a Question of Privilege	I				+	
	Call for the Orders of the Day	I				+	

**SUBSIDIARY MOTIONS**

	Lay on the Table		S			M	R*
	Previous Question		S			$\frac{2}{3}$	R*
#	Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
	Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
#	Commit or Refer		S	D	A	M	R
	Amend <sup>1</sup>		S	D	A*	M	R
	Postpone Indefinitely		S	D		M	R*

**MAIN MOTIONS**

	S	D	A	M	R
--	---	---	---	---	---



NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>INCIDENTAL MOTIONS</b>						
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>						
Take from the Table		S			M	
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	*	R*
<sup>3</sup> Discharge a Committee		S	D	A	*	R*
<sup>4</sup> Reconsider	*	S	D*		M	

**NOTES**

<sup>2</sup> Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

<sup>3</sup> An Incidental Main Motion which usually requires a majority vote with previous notice, a  $\frac{2}{3}$  vote without previous notice, or a majority vote of the entire assembly/membership.

<sup>4</sup> Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

**FORMS OF VOTING**

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a  $\frac{2}{3}$  vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.



## EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article\_ Section\_ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

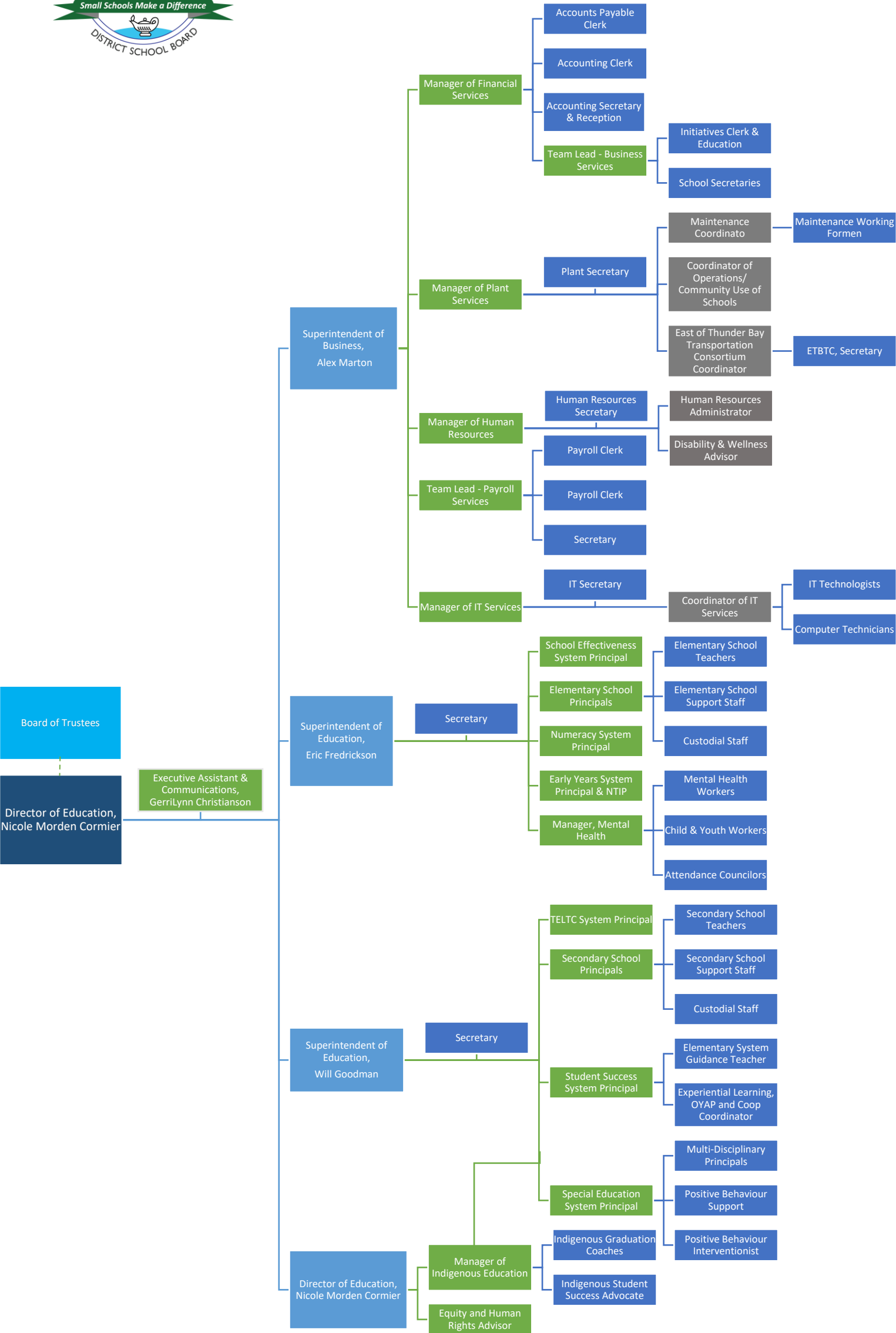
Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**



Superior-Greenstone District School Board

Organizational Chart



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

<i>Section</i>	Personnel	
<i>Policy Name</i>	CONFLICT OF INTEREST	723
<i>Board Approved: June 22, 2021</i>		<i>Review By: December 2026</i>

The Superior-Greenstone District School Board ("the Board") is committed to safeguarding the public interest and trust in public education. Board employees, volunteers and trustees are expected to uphold the public trust and demonstrate integrity in all of their dealings. Conflicts of interest, whether *actual, potential or perceived*, may impact on the integrity and public image of the Board and public education generally. Employees and volunteers are therefore responsible and accountable for identifying and avoiding any situations which may present a potential or actual conflict of interest or be perceived to be a conflict of interest as between their personal interests and their official duties and responsibilities as a Board employee or volunteer.

**POLICY**

It is the policy of the Superior-Greenstone District School Board that Employees, Volunteers and Trustees are required to disclose any potential or actual conflicts of interest that could compromise, or be perceived to compromise, their objectivity and judgment to their immediate supervisor immediately upon becoming aware in writing of the actual or potential conflict of interest. As such, employees and volunteers may be required to excuse themselves from any duty or transaction where they have, or may appear to have, a conflict of interest that could compromise, or be perceived to compromise, their objectivity and judgement.

**1.0 DEFINITION**

- 1.1 For the purposes of this policy, a conflict of interest is any situation in which an individual has a personal or financial interest that may:
  - Affect their judgement and/or the performance of their duties or responsibilities to the Board; and/or
  - Cause them to act, or appear to act, in a way that is not in the best interests of the Board; and/or
  - Negatively affect the reputation of the Board in the community.
- 1.2 An individual is in a conflict of interest when they get, or hope to get, personal gain by using their position, influence, time, resources, facilities and/or student or staff information.
- 1.3 Personal gain from a conflict of interest could include something gained for a friend, family member or a business associate.

- 1.4 An individual should not have, or be involved in, any direct or indirect personal or financial interest that would, or could, negatively affect the reputation of the Board, and/or interfere with their independent exercise of judgment on behalf of the Board.
- 1.5 Conflicts of interest may include, but are not limited to, circumstances whereby a Board employee or volunteer:
- Is involved in a hiring or staff allocation decision when they have a close personal relationship with the applicant or affected staff member
  - Supervises or manages employees with whom they have, or have had, a close personal relationship where performance and discipline is required
  - Is involved in any business or other outside activity or interest that interferes with their regular duties and responsibilities at, and for, the Board
  - Uses the Board's equipment, resources, materials, or facilities in any form whatsoever, in the pursuit of outside employment, including paid private practice
  - Is involved in purchasing or other supply chain-related activities and accepts gifts or favours or provides preferential treatment to any bidders or suppliers and/or publicly endorses suppliers or products
  - Is involved in any business or other outside activity or interest that could create an actual, possible, or perceived conflict of interest, or could adversely affect the reputation of the Board in the community.

## **2.0 DUTY TO DISCLOSE**

- 2.1 Employees, Volunteers, and Trustees must report any actual, potential, or perceived conflict of interest that they have, or may have, to their immediate supervisor as soon as they become aware of the conflict. All conflicts of interest are to be reported using the Superior-Greenstone District School Board Conflict of Interest Declaration Form by selecting *Self-declaration*.
- 2.2 Anyone who has reason to believe that another Board employee or volunteer may be in a conflict-of-interest situation is encouraged to report to the Director of Education, or designate, the perceived conflict using the Superior-Greenstone District School Board Conflict of Interest Declaration Form by selecting *Report about another employee/volunteer*.

## **3.0 CONFIDENTIALITY**

- 3.1 Any personal information disclosed under this policy will be treated confidentially. Any personal information collected, relevant to a particular conflict of interest will be used by the Board for purposes of evaluating the risk of the conflict of interest and for fashioning an appropriate remedy.

- 3.2 In order to adequately address any disclosed or potential conflicts of interest, it may be necessary for the immediate supervisor to seek direction and guidance from senior staff. If such consultation or further discussion is necessary, the supervisor will advise the affected individual accordingly.

#### **4.0 CONSEQUENCES OF BREACH**

- 4.1 Anyone who engages in activities that contravene this policy, including failing to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate measures.

#### **5.0 ACCOUNTABILITY**

- 5.1 Employees are charged with a personal responsibility to identify and report conflict of interest situations in accordance with this Policy.
- 5.2 Immediate Supervisors are responsible for identifying and/or clarifying conflict of interest situations with the employees who report to them before passing this to the Director or designate.
- 5.3 Human Resources is responsible for ensuring that all new employees are aware of this policy.
- 5.4 The Director or designate, in consultation with Human Resources, is responsible for deciding whether a conflict-of-interest situation exists and the subsequent action(s) that may be required.

#### **6.0 SCOPE**

- 6.1 This policy applies to board employees, volunteers and trustees.
- 6.2 This policy shall in no way relieve any employee, volunteer or trustee from complying with any laws, statutes, regulations, rules, or applicable standards of professional conduct or practice.

#### **7.0 NOTIFICATION**

- 7.1 Each employee and volunteer will be made aware of the Policy.

#### **Legal References**

*Education Act*

*Municipal Freedom of Information & Protection of Privacy Act*

## **Related Procedures and Policies**

- Policy 704 Hiring Policy
- Policy 207 Lines of Communication Regarding Complaints
- Policy 210 Student Trustee
- Policy 217 Trustee Expenses
- Policy 303 Purchasing
- Policy 304 Surplus Equipment, Furniture and Books
- Policy 307 Travel, Meals and Hospitality Expenditures
- Policy 522 Scholarships and Trust Funds
- Policy 605 Special Education
- Policy 609 Prior Learning Assessment and Recognition
- Policy 802 Individual Trustee
- Policy 803 Board of Education
- Policy 539 Indigenous Education Advisory Committee





## Small Schools Make a Difference

### Superior-Greenstone District School Board Conflict of Interest Declaration Form

Please complete this form if you believe that you may be involved in a conflict-of-interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest. Please read Superior-Greenstone District School Board Conflict of Interest Policy 723.

#### SECTION 1: PERSONAL DETAILS

NAME: [Click here to enter text.](#)

JOB TITLE / AREA OF RESPONSIBILITY: [Click here to enter text.](#)

PHONE: [Click here to enter text.](#)

EMAIL: [Click here to enter text.](#)

#### SECTION 2: DISCLOSURE DETAILS

The following is a: ☐ Self-declaration ☐ Report about another employee/volunteer

The actual, potential, or perceived conflict of interest relates to: *(tick all appropriate box/es)*

☐ Relationship with family or friends

☐ Staff recruitment

☐ Outside work activities (paid/unpaid)

☐ Relationship with external parties

☐ Financial interest

☐ Disposal of school assets

☐ Gifts/benefits

☐ Provision of external consultancy services

☐ Provision of private tutoring

☐ Other (if you selected other please provide details)

☐ Procurement of goods and services

The following actual, potential, or perceived conflict of interest has been identified. Please provide all relevant details.

[Click here to enter text.](#)

The (actual, potential or perceived) conflict is expected to last: *(tick appropriate box)*

☐ 0–12 months

☐ >12 months or ongoing

☐ Do not know

#### SECTION 3: TO BE COMPLETED BY THE PRINCIPAL/SUPERVISOR/DIRECTOR

In my opinion the details provided: *(tick appropriate box)*

☐ Do not constitute a conflict of interest, employee may continue the activity (proceed to Section 4).



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☐ Do constitute an actual, potential, or perceived conflict of interest (provide a detailed action plan below).

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If the situation does constitute a conflict of interest, please ensure that the following actions have been considered:

- Ensure all information surrounding the conflict has been disclosed to Supervisor or Director of Education if report is concerning another employee/volunteer and documented.
  - Inform likely affected persons of the conflict, seeking their views where relevant as to whether they object.
  - Reformulate the scope of work or restricting access to certain information.
  - Recruit a third party to oversee part, or all, of the process.
  - Recommend relinquishing the interest that is causing the conflict.
  - Temporarily remove the person from the process or responsibilities.
  - Monitor the person's activities closely in relation to the conflict of interest.
  - Take no further action because the conflict is minimal.
  - If necessary, consult with your supervisor when self-declaring and the Director of Education, or designate, when reporting another employee/volunteer.
- 

I have reviewed the above considerations and request that the Employee takes the following action to eliminate/manage the conflict:

---

[Click here to enter text.](#)

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Plan to be reviewed:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Within 1 month   | <input type="checkbox"/> Within 3 months | <input type="checkbox"/> Within 6 months                            |
| <input type="checkbox"/> Within 12 months | <input type="checkbox"/> Other – specify | <input type="checkbox"/> N/A: Conflict is one-off or short duration |
- 

#### SECTION 4: EMPLOYEE'S DECLARATION

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To the best of my knowledge and belief any actual, potential, or perceived conflicts between my duties as an employee and my private and/or business interests have been fully disclosed in this form in accordance with the requirements of the Superior-Greystone District School Board Conflict of Interest Policy 723.

I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, potential, or perceived conflict of interest.

---

SIGNATURE:

DATE:

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#### SECTION 5: PRINCIPAL / SUPERVISOR/ DIRECTOR

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The actions described in the approach outlined in Section 3 have been put in place to effectively manage any actual, potential, or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 3 ensures that the Superior-Greystone District School Board's public interests and reputation is adequately protected.

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NAME: [Click here to enter text.](#)

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SIGNATURE:

DATE:

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