



Board Meeting Agenda

May 15, 2023 - 7:00 p.m.



Michelle Arseneault
Trustee
Town of Whitby

Tracy Brown
Trustee
Town of Whitby

Emma Cunningham
Trustee
City of Pickering

Donna Edwards
Chair of the Board
Trustee
Town of Ajax

Stephen Linton
Trustee
City of Pickering

Kelly Miller
Trustee
Town of Ajax

Carolyn Morton
Trustee
Townships of Brock, Scugog &
Uxbridge

Deb Oldfield
Trustee
City of Oshawa

Shailene Panylo
Trustee
City of Oshawa

Linda Stone
Trustee
City of Oshawa

Christine Thatcher
Vice Chair of the Board
Trustee
Town of Whitby

Jill Thompson
Trustee
(First Nations Representative)

Ben Cameron
Student Trustee

Lauren Edwards
Student Trustee

Gwen Kuyt
Student Trustee

Durham District School Board
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Instagram: [@DDSBSchools](https://www.instagram.com/DDSBSchools)
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DURHAM DISTRICT SCHOOL BOARD

BOARD MEETING

Monday, May 15, 2023 - 7:00 p.m.

PAGE

1. Call to Order Verbal
2. Land Acknowledgement Verbal

The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.
3. O Canada

R H Cornish P.S. Junior/Intermediate Choir
(Staff Leigh-Anne Harrington, Robin McKay, Michele Murphy)
4. Declarations of Interest Verbal
5. Adoption of Agenda Verbal
6. Minutes
 - (a) APPROVED Minutes of the Regular Board Meeting of March 20, 2023 1-9
 - (b) APPROVED Minutes of the Special Board Meeting of April 3, 2023 10-11
 - (c) DRAFT Minutes of the Regular Board Meeting of April 17, 2023 12-19
 - (d) DRAFT Minutes of the Special Board Meeting of May 1, 2023, 6:55 p.m. 20-21
 - (e) DRAFT Minutes of the Special Board Meeting of May 1, 2023, 8:00 p.m. 22-23
7. Ministry Memorandums-Information Update Verbal
(Director Camille Williams-Taylor)
8. Public Question Period Verbal

9.	<u>Report from the Committee of the Whole in Camera</u> (Trustee Christine Thatcher)	Verbal
10.	<u>Good News from the System</u> (Director Camille Williams-Taylor)	Verbal
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	(b) Report: Standing Committee Meeting, May 1, 2023 (Trustee Christine Thatcher)	26-32
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	(c) Parliamentarian Support (Director of Education Camille Williams-Taylor)	34-35
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	(a) Special Education Advisory Committee (SEAC) Report, March 23, 2023 (Trustees Kelly Miller, Deb Oldfield)	116-126
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15. Adjournment

APPROVED

MINUTES

The Regular Meeting of the Board
Monday, March 20, 2023

A Regular Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 7:07 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Linda Stone, Christine Thatcher, Jill Thompson, Student Trustees Ben Cameron, Lauren Edwards, Gwen Kuyt

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor Associate Director Jim Markovski, Associate Director David Wright (virtual), Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. O Canada

Trustee Christine Thatcher welcomed and introduced the Blair Ridge Bobcat Senior Band who performed O Canada. The band is made up of students in Grade 8 and is accompanied and conducted by music director Reagan Jones who is the junior/intermediate music teacher at Blair Ridge. Principal Elaine Warburton was also in attendance.

4. Declaration of Office

Under the guidance of Director of Education and Secretary to the Board Camille Williams-Taylor, Jill Thompson made her declaration of office both orally and in writing to fulfill the swearing in process for the Board. Director Camille Williams-Taylor welcomed Jill Thompson as a Trustee of the Board.

5. Declarations of Interest

There were no declarations of interest at this time.

6. Adoption of Agenda

2023:RB20
MOVED by Trustee Tracy Brown
SECONDED by Trustee Kelly Miller

THAT THE AGENDA BE APPROVED.

CARRIED

Minutes

2023:RB21
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Michelle Arseneault

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

- (a) THE REGULAR BOARD MEETING MINUTES OF JANUARY 23, 2023.
- (b) THE SPECIAL BOARD MEETING MINUTES OF FEBRUARY 6, 2023.

CARRIED

2023:RB22
MOVED by Trustee Shailene Panylo
SECONDED by Trustee Carolyn Morton

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

- (c) THE REGULAR BOARD MEETING MINUTES OF FEBRUARY 21, 2023.
- (d) THE SPECIAL BOARD MEETING MINUTES OF MARCH 6, 2022.

CARRIED

7. Ministry Memorandums-Information Update

March Break: Director Camille Williams-Taylor shared that she hoped that students, families and staff had a chance to experience a slower pace or a break with some time for reflection during the March Break last week. Today marks the Spring equinox in the Northern hemisphere, as we are moving together into a cycle of rebirth and renewal. For many the longer hours of sunlight are welcome and uplifting after a long winter.

Ramadan: For the Muslim community, the start of Ramadan is expected to begin the evening of March 22, which signals a period of fasting, prayer and deep reflection. Director Williams-Taylor wished a peaceful month to all DDSB families observing Ramadan.

Summer School 2023: Summer school course information is now available. Durham Continuing Education offers a variety of credit and non-credit programs for students in Grades 6–12. Anyone interested in finding out more about summer learning opportunities is encouraged to visit the DCE website at DCE.ca.

Graduation Requirements: The Government of Ontario recently announced that they are implementing a new high school graduation requirement. Starting with students entering Grade 9 in September 2024. All students will be required to earn a Grade 9 or 10 Technological Education credit as part of their Ontario Secondary School Diploma. There are many questions about the new requirement, which will require discussion with our partners and the sector. More information about this new requirement will be shared with students, families and staff as it becomes available.

Director Williams-Taylor referenced two important upcoming days of significance:

March 21, 2023 is the International Day for the Elimination of Racial Discrimination. The theme for this year focuses on the urgency of combatting racism and racial discrimination, 75 years after the adoption of the Universal Declaration of Human Rights.

March 31, 2023 marks International Transgender Day of Visibility. On this day staff reiterate the ongoing commitment to the transgender community in DDSB places of learning and work, to ensure that the transgender community, feel seen, and heard.

Director Williams-Taylor shared that the United Nations statement really resonated, when preparing her comments for this evening, all human beings are born free and equal in dignity and rights and have the potential to contribute constructively to the development and well-being of their societies. As a school board, staff are committed to the dignity of our students and families not just through our actions, policies and procedures, but also in the spirit of all of our interactions.

Tomorrow, on the International Day for the Elimination of Racism, and on March 31, 2023 Transgender Day of Visibility, we are all called upon to reflect with care and concern for those who have been and continue to be negatively impacted because of

their identities and turn our minds, hearts and actions to eradicating the oppression, erasure and dehumanization that targets some people in our community. Healthy debate is an important aspect of democratic society. As evidence of tonight staff will work hard to ensure that each and every child, family staff member knows that they are valued and that they belong just the way they are.

8. Public Question Period

Dylan R., a student of DDSB presented a question virtually regarding the Maple Ridge Boundary Review. Staff responded to the question.

Jessica Wilkins, a community member presented a question in person with regards to reading materials. Staff responded to the question.

Mandy Dalton, a community member presented a question in person with regards to gender identity data. Staff responded to the question.

Barry Bedford, a parent presented a question in person with regards to support for the DDSB 2SLGBTQ population. Staff responded to the question.

Clint Cole, a community member presented a question in person with regards to parent representation in the DDSB. Staff responded to the question.

9. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed:

- 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;
- Decisions in respect of negotiations with employees of the board; and
- Administrative transfers and placements.

2023:RB23

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Emma Cunningham

THAT THE BOARD RECEIVE THE ACTIONS OF THE MARCH 20, 2023, IN CAMERA MEETING.

CARRIED

10. Good News from the System

Yamen and Mya from Sinclair Secondary School shared good news from across the system on behalf of DDSB students.

Dr. Pam Palmater, a Mi'kmaw lawyer, spoke with passion and understanding of the myths and facts about Indigenous Rights at the recent Parent Engagement speaker series presentation.

Robert Cutting joined students at Sinclair Secondary School to talk about the history of Indigenous people, storytelling, and traditions.

O'Neill CVI presented *The SpongeBob Musical*, with 45 students taking the stage and many more working behind the scenes.

Whitby Shores Public School presented *The Wizard of Oz*, an inclusive play with many different roles and entry points into the arts, and students played them incredibly well.

Cadarackque Public School students are participating in *Manie Musicale*, an engaging competition that spotlights 16 popular French songs and competes in a March Madness style competition.

GL Roberts CVI was very excited to host a "Taste of Culture" event. The Black Student Association, with the assistance of staff, provided an amazing experience for every student that included music and food.

Each year, the Anderson CVI Raiders and Henry Street High School Hawks participate in Rivalry Week. During this three-day competition both the Raiders and the Hawks, experienced incredible spirit, school pride, and a deeper sense of community.

In February, Olympic silver medalist and DDSB educator Shelley-Ann Brown spoke to students at Pierre Elliott Trudeau Public School about dedication, perseverance, and Black excellence. She shared messages of inspiration and believing in yourself. After the assemblies, staff and students inducted Shelley-Ann into the school's Black Excellence Wall of Fame.

Scott Central Public School students Isaac and Daniel are budding comic book creators. They gather ideas from different movies and then collaborate on writing and drawing comic books. Isaac is currently working on a new comic book called *Star Wars 2*, which will be ready soon.

Uxbridge Secondary School hosted the first-ever Inclusive Culinary Competition for students across Durham Region. The event had celebrity judges. This is the first competition of its kind, allowing all students to compete at a regional level.

Students at Eastdale CVI worked, collaborated, and brainstormed on who to feature on their highly anticipated Black Excellence Mural. The Mural was revealed on March 16, 2023. A huge thank you to Eastdale Black People Speak Group and their staff advisors, Ms. Griffiths, Ms. Rose, and Ms. Steer for helping to organize this beautiful mural.

Pink Shirt Day that is celebrated worldwide, had humble beginnings, originally inspired by an act of kindness in a small town in Nova Scotia. Schools throughout the District showed their support by dressing up in pink shirts and displaying acts of kindness, empathy, and understanding in support of those impacted by bullying.

Students across the DDSB have their own unique cultures, traditions, languages, and style. DDSB loves to celebrate what makes us unique. These characteristics contribute

Regular Meeting of the Board Minutes

March 20, 2023

to our diverse makeup. It is important to celebrate our differences all year long and to create an inclusive environment for all of our students.

Congratulations to all DDSB students who competed from February 12 to 14, 2023 in the DECA provincial competition. Winners will compete in their categories at the International Career Development Conference.

Dates of Significance:

March 20	Spring Equinox
March 20	Eostre
March 21	Shunki-Sorei-Sai
March 21	Nowruz
March 21	World Down Syndrome Day
March 21	United Nations International Day for the Elimination of Racial Discrimination
March 22	Ramadan Begins
March 23	Atheist Day
March 25	Earth Hour
March 26	Epilepsy Awareness Day
March 26	Purple Day for Epilepsy
March 31	International Transgender Day of Visibility
April	Sikh Heritage Month /
	Genocide Awareness Month
April 2	World Autism Day
April 2	Palm Sunday
April 5-13	Passover/Pesach
April 7	Good Friday
April 9	Vimy Ridge Day
April 9	Easter Sunday
April 10	Easter Monday
April 12	International Day of Pink
April 14	Holy Friday (Orthodox)
April 14	International Day of Silence
April 14	Tamil and Sinhala New Year
April 14	Vaisakhi
April 16	Easter (Orthodox)
April 17-18	Yom HaShoah - Holocaust Memorial Day
April 18	Laylat al-Qadr
April 20-May 2	Ridvan
April 22	International Earth Day
April 26	Administrative Professionals' Day

11. Recommended Actions

(a) Report: Standing Committee Meeting Minutes of March 6, 2023

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on March 6, 2023.

2023:RB23

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Shailene Panylo

THAT THE BOARD NOW RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE MARCH 6, 2023, STANDING COMMITTEE MEETING.

CARRIED

(b) People and Culture: Rescission of Policies and Regulation

Trustee Tracy Brown provided trustees with the People and Culture: Rescission of Policies and Regulation report that was presented as a Notice of Motion at the February 21, 2023, Board meeting.

Trustee questions were answered.

2023:RB24

MOVED by Trustee Tracy Brown

SECONDED by Trustee Christine Thatcher

THAT THE BOARD OF TRUSTEES RESCIND THE POLICIES AND REGULATIONS AS OUTLINED IN APPENDIX A.

CARRIED

(c) Inclusive Student Services: Rescission of Policy

Trustee Tracy Brown provided trustees with the Inclusive Student Services: Rescission of Policy report that was presented as a Notice of Motion at the February 21, 2023, Board meeting.

Trustee questions were answered.

2023:RB25

MOVED by Trustee Tracy Brown

SECONDED by Trustee Carolyn Morton

THAT THE BOARD OF TRUSTEES RESCIND THE SCHOOL ATTENDANCE OFFICER POLICY.

CARRIED

(d) School Year Calendar 2023-2024

Associate Director Jim Markovski provided trustees with an overview of the proposed 2023-2024 School Year Calendars:

- Elementary Regular
- Secondary Regular
- Elementary Modified (C.E. Broughton Public School, Winchester Public School)
- Secondary Modified (Brock High School, Henry Street High School, Maxwell Heights Secondary School)

Trustee questions were answered.

Trustee Ben Cameron proposed the following motion:

2023:RB26

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Emma Cunningham

THAT THE SCHOOL YEAR CALENDARS CONTAINED IN APPENDICES A-D BE AMENDED TO INCLUDE A BOARD HOLIDAY ON APRIL 10, 2024, INSTEAD OF A PA DAY ON APRIL 19, 2024, AND

THAT THOSE AMENDED SCHOOL YEAR CALENDARS BE APPROVED.

2023:RB27

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Christine Thatcher

THAT THE BOARD OF TRUSTEES DEFER TO THE APRIL 3 STANDING COMMITTEE MEETING WITH AS MUCH INFORMATION THAT STAFF CAN PULL FOR US AT THIS TIME AND MAKE A DETERMINATION ON HOW TO PROCEED.

CARRIED

12. Information Items

(d) Special Education Advisory Committee (SEAC) Report, January 19, 2023

Trustee Kelly Miller and Deb Oldfield presented the SEAC meeting minutes to trustees for information.

2023:RB28

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Kelly Miller

THAT THE REPORT BE RECEIVED AS WRITTEN.

CARRIED

(e) OPSBA Report

There was nothing to report at this time.

13. Dates of Significance

The dates of significance were shared with trustees for information.

14. Memos

The memos were shared with trustees for information.

(a) No.2023:09 Definitely Durham

(b) No.2023:10 Positive School Climates Report Update

Trustee questions were answered.

15. Adjournment

2023:RB29

MOVED by Trustee Tracy Brown

SECONDED by Trustee Emma Cunningham

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:00 p.m.



Chair



Secretary

APPROVED

MINUTES

The Special Meeting of the Board

Monday, April 3, 2023

A Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 9:43 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton (virtual), Kelly Miller, Carolyn Morton, Deb Oldfield (virtual), Christine Thatcher, Jill Thompson, Student Trustees Ben Cameron, Lauren Edwards, Gwen Kuyt

Regrets: Trustees Emma Cunningham, Shailene Panylo, Linda Stone

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur

Recording Secretary: Gillian Venning

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. Adoption of Agenda

2023:SB017
MOVED by Chair Donna Edwards

THAT THE AGENDA IS APPROVED.

CARRIED

5. Recommended Actions

- (a) Adoption of Any Resolution from Standing Committee Regarding the School Year Calendar 2023-2024

2023:SB18
MOVED by Trustee Christine Thatcher
SECONDED by Trustee Michelle Arseneault

THAT THE BOARD NOW ADOPT THE RESOLUTION AND APPROVE THE ACTIONS OF THE APRIL 3, 2023 STANDING COMMITTEE MEETING.

CARRIED


6. Adjournment

2023:SB19
MOVED by Trustee Tracy Brown
SECONDED by Trustee Carolyn Morton

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:46 p.m.



Chair



Secretary

DRAFT

MINUTES

The Regular Meeting of the Board Monday, April 17, 2023

A Regular Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 7:00 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Kelly Miller, Carolyn Morton, Deb Oldfield, Linda Stone, Christine Thatcher, Jill Thompson, Student Trustees Ben Cameron, Gwen Kuyt

Regrets: Trustees Stephen Linton, Shailene Panylo, Student Trustee Lauren Edwards

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor Associate Director Jim Markovski, Associate Director David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. O Canada

Trustee Emma Cunningham welcomed and introduced the video performance from the Altona Forest Public School band and choir. The members are Grades 6 and 7 students and are directed by teacher Andrew Tyas. In addition to singing O Canada, the band performed "Pomp and Circumstance" by Sir Edward Elgar. Later this year the students will perform this piece during the Grade 8 Graduation Ceremony.

4. Declarations of Interest

There were no declarations of interest at this time.

5. Adoption of Agenda

2023:RB30
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Carolyn Morton

THAT THE AGENDA BE APPROVED.

CARRIED

6. Minutes

2023:RB31
MOVED by Trustee Christine Thatcher
SECONDED by Trustee Kelly Miller

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

- (a) THE REGULAR BOARD MEETING MINUTES OF FEBRUARY 21, 2023.
- (b) THE SPECIAL BOARD MEETING MINUTES OF MARCH 6, 2023.

CARRIED

2023:RB32
MOVED by Trustee Tracy Brown
SECONDED by Trustee Jill Thompson

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

- (c) THE REGULAR BOARD MEETING MINUTES OF MARCH 20, 2023.
- (d) THE SPECIAL BOARD MEETING MINUTES OF APRIL 3, 2022.

CARRIED

7. Ministry Memorandums-Information Update

Director Camille Williams-Taylor provide the trustees with the following update:

Director Williams-Taylor shared that the planning for the 2023 Student Art Gallery is underway, and that the submission deadline is Tuesday, April 18, 2023. Students in Grades 7 to 12 are encouraged to be creative in showcasing their unique perspectives about connection and community through art. We look forward to seeing the incredible student artwork displayed at this year’s gallery taking place here at the Education Centre on June 8, 2023.

DDSB's French Immersion Information evening is Tuesday, April 25, 2023 from 7:00 to 8:00 p.m. The evening session will provide families with important information about the French Immersion program and the opportunities for developing French language skills. Families interested in attending should speak with their child's principal for details about where sessions are taking place.

Next week the Diplome d'Etudes en Langue Francais or DELF exam will be taking place here at the Education Centre and more than 300 secondary students from both Core French and Immersion programs will be participating. This exam is voluntary and available to students who registered in Grade 12 French as a Second Language programs during this school year. The DELF is an internationally recognized assessment of French proficiency.

On Wednesday, April 26, 2023, we recognize Administrative Professionals' Day. Director Williams-Taylor shared a message of thanks to all DDSB's administrative staff. Your work provides valuable benefits to students, your colleagues, and the community. You are appreciated.

Finally, there were multiple announcements by the Ministry of Education over the past two days:

- An announcement yesterday on investing \$180 million province-wide in additional targeted support in the classroom to help students build math and reading skills.
- The release of the Grants for Student Needs (GSN), which provides school boards with operating funding to support the operation of schools; and
- Earlier today, the Government of Ontario introduced the proposed Better Schools and Student Outcomes Act which has been tabled in the legislature. The proposed act contemplates improvements for students learning experiences in general with a focus on Math and Literacy outcomes. Staff will be reviewing the details of these announcements and the proposed legislation in the coming days and weeks to understand how staff will work together for effective implementation, should the proposed Act be passed.

8. Public Question Period

Dylan R., a student of DDSB presented a question virtually regarding the School Year Calendar. Staff responded to the question.

Teresa Keefe, a community member presented a question in person with regards to the approval of library resources. Staff responded to the question.

Janice Strasbourg, a community member presented a question in person with regards to the LGBTQ community. Staff responded to the question.

Jessica Wilkins, a community member presented a question in person with regards to questions and discussions. Staff responded to the question.

A community member submitted a question with regards to library resources and sexually explicit content that was read out. Staff responded to the question.

The Chair called a recess at approximately 7:30 p.m. due to disruptive conduct in the gallery.

The meeting resumed at approximately 7:33 p.m., the Chair called the meeting to order.

The Chair called a second recess at approximately 7:37 p.m. due to disruptive conduct in the gallery.

The meeting resumed at approximately 7:48 p.m., the Chair called the meeting to order.

Public Question Period continued.

James Bountrogiannis, a community member provided a written question with regards to inclusive policies. Staff responded to the question.

9. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed:

- Litigation affecting the board.
- Administrative transfers and placements.

2023:RB33

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Emma Cunningham

THAT THE BOARD RECEIVE THE ACTIONS OF THE APRIL 17, 2023, IN CAMERA MEETING.

CARRIED

10. Good News from the System

Alesha and Anousheh from Altona Forest Public School shared good news from across the system on behalf of DDSB students.

Students, staff, parents, guardians, and community members across the District have been celebrating Ramadan. Many of our schools have celebrated alongside students, staff, and families by hosting evening Iftars, a fast-breaking meal by Muslims during the month of Ramadan immediately after sunset.

On March 31, 2023 DDSB students and educators raised awareness about Transgender Day of Visibility. Classes celebrated the accomplishments of transgender and gender non-conforming people while raising awareness of the work that still needs to be done to

achieve justice. The transgender flag was raised at the Education Centre and at schools across the DDSB.

The DDSB Ontario Youth Apprenticeship program was thrilled to host Jamie McMillan, a motivational speaker, journeywoman ironworker, apprentice boilermaker, author, and an advocate for skilled trades, technology, mental health, homelessness, and youth. Jamie visited 10 DDSB schools and spoke to more than 2,300 students in Grades 7 to 12, about pathways into the skilled trades.

The Ignite Durham Learning Foundation (IDLF) team would like to thank all staff, students, and parents/guardians for participating in the second annual Make Tomorrow Brighter Online Auction!

The auction provided the opportunity to bid on more than 200 amazing prizes including NBA and NHL tickets, a spa experience, and so much more. Through your participation, \$17,820 was raised to help ensure DDSB students have food, clothing, and the opportunity to participate in extracurricular activities.

Students across the District continue to show compassion for their neighbours through multiple giving campaigns:

- Students from Seneca Trail Public School sold bracelets in support of mental health programs at Lakeridge Hospital.
- Maxwell Heights Secondary School students brought in gently used items to donate.
- Port Perry High School students raised more than \$1,300 for the Oak Ridges Hospice.

The Muslim Educators' Network of Durham (MEND) organized their annual Ramadan Iftar dinner this year on March 30, 2023 at J. Clarke Richardson Collegiate. The dinner raised over \$1,000 for the Turkey and Syria Earthquake Relief Fund.

The second annual Empower Her Conference took place on March 30, 2023, where elementary schools from across the DDSB joined together. This conference is designed to “uplift, inspire, and give a voice” to young women of colour, provided students with the opportunity to interact with strong female mentors. These girls left the conference understanding the importance of setting goals to achieve their fullest potential and become leaders and changemakers within their community.

Lochlan M., a Grade 3 student at Maple Ridge Public School, got his big screen debut this year in the film *‘Women Talking’*. The film was featured at the Toronto International Film Festival, and Lochlan couldn't be prouder of the well-received film and the important messages it conveys. He is now working on a new Netflix limited series and is grateful for all the support from his school community.

Dates of Significance:

April 17-18	Yom HaShoah - Holocaust Memorial Day
April 18	Laylat al-Qadr
April 20-May 2	Ridvan
April 22	International Earth Day

Regular Meeting of the Board Minutes

April 17, 2023

April 26	Administrative Professionals' Day
May	Speech, Language and Hearing Month
	Asian and South Asian Heritage Month
	Jewish Heritage Month
	Dutch Heritage Month
May 1	National Principal's Day
May 4-8	Education Week
May 5	Wesak
May 5	Cinco de Mayo
May 11-18	Tamil Genocide Education Week
May 14	Mother's Day
May 15	International Day of Families
May 17	International Day Against Homophobia, Transphobia and Biphobia
May 18	Mullivaikkal Remembrance Day
May 18	Ascension
May 22	Victoria Day
May 29	Ascension of Bahá'u'lláh
May 28-June 3	National Accessibility Week
May 1-5	Children's Mental Health Week
May 28	Pentecost
May 31	Red Shirt Day

11. DDSB Presentation

(a) Youth Liaison Worker Update

Associate Director Jim Markovski introduced Community and Partnership Development Specialist Nicole Brown, who shared along with staff and student, a PowerPoint presentation which provided an overview of the program for trustees.

Trustee questions were answered.

12. Recommended Actions

(a) Report: Standing Committee Meeting Minutes of March 6, 2023

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on April 3, 2023.

2023:RB34

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Emma Cunningham

THAT THE BOARD NOW RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE APRIL 3, 2023, STANDING COMMITTEE MEETING.

CARRIED

(b) Update: Strategic Planning Process

Executive Lead Robert Cerjanec provided the Board of Trustees with an update on activities related to the Strategic Planning process since the last update on November 21, 2022, and the recommendation to extend the existing Ignite Learning Strategic Plan through to December 31, 2023 to allow sufficient time for the consultation and development process of the new Multi-Year Strategic Plan.

Trustee questions were answered.

2023:RB35

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Deb Oldfield

THAT THE BOARD OF TRUSTEES EXTEND THE CURRENT IGNITE LEARNING STRATEGIC PLAN THROUGH TO DECEMBER 31, 2023 TO ALLOW SUFFICIENT TIME FOR THE CONSULTATION AND DEVELOPMENT PROCESS OF THE NEW MULTI-YEAR STRATEGIC PLAN.

CARRIED

13. Information Items

(a) Integrity Commissioner Report

i. Annual Report

General Counsel Patrick Cotter provided an overview of the Durham District School Board Integrity Commissioner Annual Report for the Operating Period of January 22, 2022 to January 21, 2023.

ii. Code of Conduct Complaint-Summary Report

General Counsel Patrick Cotter shared with trustees the Code of Conduct Complaint – Summary Report dated March 23, 2023.

Trustee questions were answered.

Trustee Tracy Brown provided trustees with the following Notice of Motions coming out of the March 29, 2023, Governance and Policy Committee meeting for trustees information:

(b) Notice of Motion: Rescission of Legal Opinions Policy and Regulation

(c) Notice of Motion: Rescission of School Operations Policies and Regulations

(d) Notice of Motion: Rescission of Youth and Adult Student Engagement and Success Grades 7 - 12+ Policies and Regulations

(e) Notice of Motion: Revised Consolidated Bylaws

Trustee Tracy Brown shared that the policies will be presented at the May 15, 2023, Board meeting for trustee approval.

Trustee questions were answered.

(f) Governance and Policy Committee Report-February 1, 2023

Trustee Tracy Brown shared the minutes of the February 1, 2023, Governance and Policy Committee Meeting.

(g) Special Education Advisory Committee (SEAC) Report, February 16, 2023

Trustee Kelly Miller and Deb Oldfield presented the SEAC meeting minutes to trustees for information.

(h) OPSBA Report

Trustee Emma Stone provided trustees with an OPSBA update.

13. Dates of Significance

The dates of significance were shared with trustees for information.

14. Adjournment

2023:RB36
MOVED by Trustee Carolyn Morton
SECONDED by Trustee Tracy Brown

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:00 p.m.

Chair

Secretary

DRAFT

MINUTES

The Special Meeting of the Board

Monday, May 1, 2023

A Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 6:50 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Linda Stone, Christine Thatcher, Jill Thompson, Student Trustees Ben Cameron, Gwen Kuyt

Regrets: Student Trustee Lauren Edwards

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Interim Executive Lead Kathy Witherow, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. Adoption of Agenda

2023:SB020
MOVED by Chair Donna Edwards

THAT THE AGENDA IS APPROVED.

CARRIED

5. Recommended Actions

- (a) Adoption of Any Resolution from the Committee of the Whole, In-Camera, Standing Committee Meeting

2023:SB21
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Christine Thatcher

THAT THE BOARD NOW ADOPT THE RESOLUTION AND APPROVE THE ACTIONS OF THE MAY 1, 2023 COMMITTEE OF THE WHOLE, IN-CAMERA, STANDING COMMITTEE MEETING.

CARRIED

6. Adjournment

2023:SB22
MOVED by Trustee Donna Edwards

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 7:07 p.m.

Chair

Secretary

DRAFT

MINUTES

The Special Meeting of the Board

Monday, May 1, 2023

A Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Chair Donna Edwards called the meeting to order at 10:35 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Christine Thatcher, Jill Thompson, Student Trustees Ben Cameron, Gwen Kuyt

Regrets: Trustee Linda Stone, Student Trustee Lauren Edwards

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Interim Executive Lead Kathy Witherow, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Land Acknowledgement

Chair Donna Edwards gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. Adoption of Agenda

2023:SB023
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Tracy Brown

THAT THE AGENDA IS APPROVED.

CARRIED

5. Recommended Actions

(a) Adoption of Any Resolution from the Standing Committee Meeting Regarding Bill 98

2023:SB24
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Tracy Brown

THAT THE BOARD NOW ADOPT THE RESOLUTION AND APPROVE THE ACTIONS OF THE MAY 1, 2023, STANDING COMMITTEE MEETING REGARDING BILL 98.

CARRIED

6. Adjournment

2023:SB25
MOVED by Trustee Donna Edwards

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 10:45 p.m.

Chair

Secretary

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Durham District School Board

DATE: May 15, 2023

SUBJECT: Student Trustee Vacancy

PAGE: 1 of 2

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
Patrick Cotter, General Counsel

1.0 **Purpose**

The purpose of this report is to provide the Board of Trustees with information regarding a Student Trustee vacancy.

2.0 **Ignite Learning Strategic Priority/Operational Goals**

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 **Analysis**

The Student Trustee election for the 2023-2024 school year is now complete. Three Student Trustees were elected in accordance with the terms of the Board's Consolidated Bylaws. However, since the election, one of the Student Trustees has stepped down. Therefore, there is a vacancy for one of the three Student Trustee positions. In this regard, the relevant provisions of the Ontario regulation on student Trustees and the Board's Consolidated Bylaws provide as follows:

Relevant Terms of O. Reg 7/06 under the Education Act

3. The board shall have at least two but not more than three student trustees.
7. If the board determines that a vacancy shall be filled, it shall be filled by a by-election.

Relevant Terms of the Board's Consolidated Bylaws

- 2.4.2 The Durham District School Board shall have three Student Trustees on the Board. If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process outlined in these Bylaws.
- 9.1.19 If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process as outlined above.

Based on the foregoing provisions:

1. The Board has the discretion to fill the vacancy (or not);
2. Should the Board determine to fill the vacancy, it must be by a by-election. Staff will initiate the election process as called for in the existing Consolidated Bylaws.

4.0 Conclusion and/or Recommendations.

It is recommended that the Board of Trustees determine if the Student Trustee vacancy is to be filled.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Patrick Cotter, General Counsel

Report of the Durham District School Board Standing Committee Public Session May 1, 2023

A meeting of the Standing Committee of the Durham District School Board was held on this date.

1. Call to Order:

The Chair, Christine Thatcher called the meeting to order at 7:10 p.m.

Roll Call: Chair Christine Thatcher

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Donna Edwards, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Jill Thompson, Student Trustees Ben Cameron, Gwen Kuyt

Regrets: Student Trustee Lauren Edwards

Not In Attendance: Trustee Linda Stone

Officials Present: Director of Education and Secretary to the Board Camille Williams-Taylor, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Kandis Thompson, Interim Executive Lead Kathy Witherow, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

Chair Christine Thatcher gave the Land Acknowledgment: The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. Declarations of Interest

There were no declarations of interest at this time.

4. Motion to Approve the Agenda

2023:SC17

MOVED by Trustee Tracy Brown

SECONDED by Trustee Stephen Linton

THAT THE AGENDA BE APPROVED.

CARRIED

5. Community Presentations

Trustee Christine Thatcher welcomed the delegates and provided an overview of the delegation process and shared that the Durham District School Board welcomes presentations by individuals and groups at the Standing Committee meetings. The trustees heard from 2 delegates with regards to Inclusive Initiative Committee (in person) and Creating a Safe Learning Environment for Students of all Backgrounds (virtually).

6. DDSB Presentations

(a) Graduation Coach for Black Students

Superintendent Margaret Lazarus introduced Program Lead and Secondary Principal Alicia Russell, Graduation Coaches Dwayne Duke, Brian Elrington, Trecia Brown and DDSB students and parent, who shared a PowerPoint presentation with trustees which summarized the Durham District School Board’s Graduation Coach for Black Students Program and the evidence of the impact on students accessing the program.

Trustee questions were answered.

(b) Board Climate, Mental Health and Safety

Superintendents Gary Crossdale, Andrea McAuley and Heather Mundy provided trustees with information on the actions taken that reflect the DDSB’s commitment to ensuring that schools are safe, welcoming, inclusive, and provide respectful working and learning spaces that promote well-being for all students and staff.

The report provided information to meet legislative requirements for reporting data and to support transparency and accountability related to:

- 1. Employee Violent Incident Reporting;
- 2. School Climate and Well-Being; and
- 3. The Board of Trustee’s Motion, October 17, 2022.

Trustee questions were answered.

7. Director's Update

Director Camille Williams-Taylor provided trustees with the following update:

Each year, the first week of May is recognized as Children's Mental Health Week. This is a time to focus on increasing awareness of child and youth mental health, decreasing stigma, and spreading the word that help is available. DDSB schools are participating in a variety of initiatives this week to recognize the importance of children's mental health. Earlier today the province announced that the Grade 10 Career Studies curriculum will be updated for fall of 2024 in an effort to strengthen mental health and learning supports in classrooms as well as the introduction of mandatory resources for teachers and students on mental health literacy in Grades 7 and 8.

The first week of May is Education Week and DDSB will be celebrating student achievement and educator excellence alongside school boards across the province.

We are recognizing three Heritage Months in May:

Asian and South Asian Heritage Month: over the last two centuries, immigrants have come to Canada from East, South, West and Southeast Asia bringing to Canada a rich cultural heritage representing many languages, ethnicities and religious traditions.

Dutch Heritage Month: Canada is home to over 1 million people of Dutch descent, and we are grateful for the contributions of Dutch Canadians to the economic, political, social and cultural fabric of our society.

Jewish Heritage Month: an opportunity to remember, celebrate and educate future generations about the history and inspirational role of Jewish Canadians. Canada is home to the fourth largest Jewish population in the world.

On April 19, the Leadership department hosted a networking fair at the Education Centre that provided opportunities for new and experienced school and centrally-assigned leaders to build connections and collaborate. The event was well attended and provided opportunities to build trust among colleagues and work toward achieving common goals in support of DDSB students.

I'm happy to confirm the in-person return of the Durham Partners Symposium coming up later this month on Saturday, May 27. The symposium theme for this year is *Fostering Resilience in Children – Supporting Mental Health and Social Well-being*. The full-day event will feature four keynote speakers as well as a variety of breakout sessions that families can attend based on their unique interests and needs. For more information and to register, please visit the DDSB website.

May is proving to be a month of celebration as we have two school communities recognizing significant milestones. On May 6, Port Perry High School will

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celebrate its 150th anniversary and on the weekend of May 26 to 28, Uxbridge Secondary School celebrates its 100th anniversary. More information about these events is available on our website.

As we celebrate student achievement as part of Education week, it is important to share that DDSB students are competing at the Skills Ontario Competition this week at the Toronto Congress Centre where they will have the opportunity to demonstrate that they are the best of the best in their fields. Today elementary students competed and DDSB took home one gold, one silver and one bronze and tomorrow, May 2, secondary students will compete followed by closing ceremonies on May 3.

8. Recommended Actions

(a) Motion: Establishment of Ad Hoc Committee

Trustees Deb Oldfield and Shailene Panylo provided trustees with the background on the motion that they brought forward to establish an Ad Hoc Committee.

Trustee questions were answered.

2023:SC18

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Shailene Panylo

THAT THE BOARD OF TRUSTEES STRIKE AN AD HOC COMMITTEE COMPRISED OF ALL TRUSTEES, WITH INPUT FROM STUDENT TRUSTEES, SCHOOL ADMINISTRATORS, UNION REPRESENTATIVES, AND SENIOR STAFF WITH THE PURPOSE OF INFORMATION GATHERING, MONITORING AND EVALUATING ISSUES RELATED, BUT NOT LIMITED TO, INCIDENTS OF VIOLENCE AND HARASSMENT INCLUDING ANY AND ALL INTERRELATED ISSUES THAT MAY ARISE OR BE PRESENTED TO THE COMMITTEE. THE COMMITTEE SHALL COLLABORATIVELY BUILD POLICY, STRATEGIES AND STANDARDS FOR SAFETY AND SUSTAINABILITY, AND MEASURE THE IMPLEMENTATION OF THE COLLABORATIVE PLANS.

Trustee Jill Thompson put forward a motion on behalf of Student Trustee Ben Cameron to amend the foregoing motion (2023:SC18) to add and Student Trustees.

2023:SC19

MOVED by Trustee Jill Thompson

SECONDED by Trustee Emma Cunningham

THAT THE BOARD OF TRUSTEES STRIKE AN AD HOC COMMITTEE COMPRISED OF ALL TRUSTEES AND STUDENT TRUSTEES, WITH INPUT FROM STUDENT TRUSTEES, SCHOOL ADMINISTRATORS, UNION REPRESENTATIVES, AND SENIOR STAFF WITH THE PURPOSE OF

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INFORMATION GATHERING, MONITORING AND EVALUATING ISSUES RELATED, BUT NOT LIMITED TO, INCIDENTS OF VIOLENCE AND HARASSMENT INCLUDING ANY AND ALL INTERRELATED ISSUES THAT MAY ARISE OR BE PRESENTED TO THE COMMITTEE. THE COMMITTEE SHALL COLLABORATIVELY BUILD POLICY, STRATEGIES AND STANDARDS FOR SAFETY AND SUSTAINABILITY, AND MEASURE THE IMPLEMENTATION OF THE COLLABORATIVE PLANS.

CARRIED

Trustee Deb Oldfield put forward a motion on behalf of Student Trustee Ben Cameron to amend the foregoing motion (2023:SC19) to add that the Committee shall create its preferred terms of reference and report back to the board for approval.

2023:SC20

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Shailene Panylo

THAT THE BOARD OF TRUSTEES STRIKE AN AD HOC COMMITTEE AVAILABLE TO ALL TRUSTEES AND STUDENT TRUSTEES, STUDENT TRUSTEES, WITH INPUT FROM SCHOOL ADMINISTRATORS, UNION REPRESENTATIVES, AND SENIOR STAFF WITH THE PURPOSE OF INFORMATION GATHERING, MONITORING AND EVALUATING ISSUES RELATED, BUT NOT LIMITED TO, INCIDENTS OF VIOLENCE AND HARASSMENT INCLUDING ANY AND ALL INTERRELATED ISSUES THAT MAY ARISE OR BE PRESENTED TO THE COMMITTEE. THE COMMITTEE SHALL COLLABORATIVELY BUILD POLICY, STRATEGIES AND STANDARDS FOR SAFETY AND SUSTAINABILITY, AND MEASURE THE IMPLEMENTATION OF THE COLLABORATIVE PLANS. THAT THE COMMITTEE SHALL CREATE ITS PREFERRED TERMS OF REFERENCE AND REPORT BACK TO THE BOARD FOR APPROVAL.

DEFEATED

2023:SC21

MOVED by Trustee Deb Oldfield

SECONDED by Trustee Shailene Panylo

THAT THE BOARD OF TRUSTEES STRIKE AN AD HOC COMMITTEE COMPRISED OF ALL TRUSTEES AND STUDENT TRUSTEES, WITH INPUT FROM STUDENT TRUSTEES, SCHOOL ADMINISTRATORS, UNION REPRESENTATIVES, AND SENIOR STAFF WITH THE PURPOSE OF INFORMATION GATHERING, MONITORING AND EVALUATING ISSUES RELATED, BUT NOT LIMITED TO, INCIDENTS OF VIOLENCE AND HARASSMENT INCLUDING ANY AND ALL INTERRELATED ISSUES THAT MAY ARISE OR BE PRESENTED TO THE COMMITTEE. THE COMMITTEE SHALL COLLABORATIVELY BUILD POLICY, STRATEGIES AND STANDARDS FOR SAFETY AND SUSTAINABILITY, AND MEASURE THE IMPLEMENTATION OF THE COLLABORATIVE PLANS.

CARRIED

9. Information Items

(a) Student Trustee Report

Student Trustee Ben Cameron provided the following update:

Today marks the start of Children's Mental Health Week. On Wednesday students, staff, and the community were encouraged to wear green, the colour representing mental health awareness. Thank you to Disha, Student Senator from O'Neill CVI for leading the event.

Last Friday the annual Elementary Leadership Conference took place for Grades 7 and 8 students. Thank you to Aruba, Kenzie and Isabella for leading the event and providing leadership development for these young leaders.

Last month, the incoming Student Trustees for the 2023-2024 school year were elected.

The following students were elected as the incoming Student Trustees:

- Neha Kasoju, Oshawa-Whitby
- Jetlyn Nobes, Uxbridge-Scugog-Brock
- Ben Cameron, Pickering-Ajax

Student Trustees and the incoming Student Trustees will be attending OSTA-AECO's AGM from May 18 – 21.

Student Trustees expressed their support for keeping books in school libraries and available to students. The books are a rich collection of books that are free, diverse, and inclusive. Removing them does nothing but impair students' exploration and education.

Trustee questions were answered.

(b) Opioid Poisoning and Naloxone

Associate Director Jim Markovski provided trustees with information related to opioid poisoning and a proactive emergency naloxone program that would support students, staff, and community members within Durham District School Board schools and sites.

Trustee questions were answered.

(c) OPSBA Report

Trustee Deb Oldfield provided trustees with an update on the OPSBA meeting that took place over the past weekend.

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2023:SC22
MOVED by Trustee Deb Oldfield
SECONDED by Trustee Donna Edwards

Motion: Bill 98, Better Schools and Student Outcomes Act, 2023

THAT THE BOARD PREPARE A WRITTEN SUBMISSION TO THE PUBLIC HEARINGS ON BILL 98, EXPRESSING THE BOARD'S CONCERNS ON THE PROPOSED LEGISLATION TO BE SUBMITTED PRIOR TO THE MAY 9, 2023 DEADLINE.

CARRIED

10. Memo

- (a) No. 2023:18 Children’s Mental Health Week- May 1-5, 2023
- (b) No. 2023:19 Learning Resource Selection Policy and Process

Trustees discussed and asked questions regarding the Learning Resource Selection Policy and Process and shared concerns from the community.

2023:SC23
MOVED by Trustee Emma Cunningham
SECONDED by Trustee Michelle Arseneault

THAT THE STANDING COMMITTEE MEETING BE EXTENDED TO 10:30 P.M.

CARRIED

11. Adjournment

2023:SC24
MOVED by Trustee Christine Thatcher

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 10:45 p.m.

Chair

Secretary



DURHAM DISTRICT SCHOOL BOARD

Board Meeting

May 15, 2023

MOTION: Establishment of Ad Hoc Committee

MOVED BY: Trustee Deb Oldfield

SECONDED BY: Trustee Shailene Panylo

THAT THE BOARD OF TRUSTEES STRIKE AN AD HOC COMMITTEE COMPRISED OF ALL TRUSTEES, WITH INPUT FROM STUDENT TRUSTEES, SCHOOL ADMINISTRATORS, UNION REPRESENTATIVES, AND SENIOR STAFF WITH THE PURPOSE OF INFORMATION GATHERING, MONITORING AND EVALUATING ISSUES RELATED, BUT NOT LIMITED TO, INCIDENTS OF VIOLENCE AND HARASSMENT INCLUDING ANY AND ALL INTERRELATED ISSUES THAT MAY ARISE OR BE PRESENTED TO THE COMMITTEE. THE COMMITTEE SHALL COLLABORATIVELY BUILD POLICY, STRATEGIES AND STANDARDS FOR SAFETY AND SUSTAINABILITY, AND MEASURE THE IMPLEMENTATION OF THE COLLABORATIVE PLANS.

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: The Durham District School Board **DATE:** May 15, 2023

SUBJECT: Parliamentarian Support

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board

1.0 Purpose

The purpose of this report is to provide the Board of Trustees with the proposed plan of engagement for learning with the Parliamentary consultant from May 2023 to December 31, 2023.

Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

2.0 Background

As a result of the Board's commitment to improving its practice in using parliamentary procedure in Committee meetings, staff were directed to bring forward a proposed plan of implementation that sets the framework for the learning engagements.

3.0 Analysis

The proposed learning plan is intended to maximize the expertise of the parliamentary consultant, in partnership with Durham District School Board internal counsel, to build the capacity of the trustee team and establish common understandings and develop commonly understood practices among members of the trustee team. The framework is intended to be flexible enough to be responsive and agile to meet emerging observations and learning needs.

Proposed Learning Framework

Step 1: Observation and consultation. The consultant will observe two committee meetings of the trustees in May and June and determine specific areas of focus for feedback and development.

Step 2: The consultant will be invited to attend the June agenda planning meeting to discuss goals, timelines and structures for engagement and feedback. Consideration should be given to breaking down the timeline into two blocks of time: September/October and November/December this will allow for adjustments to the learning as needed.

Step 3: Seek approval for the timelines, and framework for learning at the June Board meeting.

4.0 Conclusion and/or Recommendations

That the Board of Trustee approve the proposed framework for learning engagement on parliamentary procedure as presented.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Durham District School Board **DATE:** May 15, 2023

SUBJECT: Revised Consolidated Bylaws **PAGE:** 1 of 18

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Patrick Cotter, General Counsel
 Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to bring forward the Governance and Policy Committee's recommendation to amend the Consolidated Bylaws.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Staff undertook a detailed review of sections of the Consolidated Bylaws to address points of potential improvement and bring processes in line with best practices. At the March 29, 2023 meeting of the Governance and Policy Committee, the Committee passed resolutions to amend the Bylaws and to recommend their adoption by the Board of Trustees. A Notice of Motion was presented to the Board of Trustees at the April 17, 2023 Board meeting so the matter is now before the Board of Trustees for consideration.

4.0 Analysis

Since the adoption of the Consolidated By-laws in March 2022, various points of potential improvement have been raised. The proposed amendments are included as tracked changed in Appendix A and are summarized in the table below.

Table 1: Summary of Revisions to Consolidated Bylaws

Bylaw Section	Proposed Revised Language	Rationale
Section 1: Purpose and Application - 1.5	<p>A proposed amendment should come to the Board in the same manner as a policy amendment under Section 5.5.8, provided that the matter is listed on the agenda prior to the commencement of a Board meeting and provided that written notice of any proposed amendment(s), and any supporting materials, shall have been delivered at the previous meeting of the Board.</p>	<p>The proposed changes provide the Governance and Policy Committee with the option to bring forward proposed changes to policies directly to the next Board Meeting without a Notice of Motion. Intended to shorten the length of time it takes for a new policy to be approved, or an existing policy to be rescinded or amended. This process would be adopted for changes to the bylaws as well.</p>
Section 2: Student Trustees - 2.4.10	<p>Student Trustees shall be expected to:</p> <ol style="list-style-type: none"> attend regular Board meetings; notify the Secretary of the Board when unable to attend a meeting; participate in the Student Senate and report student matters to the Board; provide a Student Trustee report at meetings of the Committee of the Whole - Standing; <u>Communicate and forward all resolutions passed and recommendations made by the Student Senate to the Board.</u> with approval of the Chair and the Director of Education, Student Trustees may become members of the Ontario Student Trustees' Association - l'Association des élèves conseillères et conseillers de l'Ontario (OSTA - AECO) and attend OSTA-AECO conferences, including the FGM and the AMG, to further develop their skills as Student Trustees and to be kept 	<p>To address a gap regarding Senate resolutions and to provide a more democratic process for chairing Senate.</p>

	<p>informed of issues across the province;</p> <p>g) ensure that a Student Senate is organized for their term, with each sharing duties as Chair;</p> <p>h) model the conduct expected of Board members as set out in the DDSB's Member Code of Conduct at Appendix "A".</p>	
<p>Section 3: Organizational Meeting - 3.1.1</p>	<p>An inaugural meeting of the Board shall take place at the first meeting of the Board in December of each year (the "Organizational Meeting") during which the Board shall:</p> <p>a) Elect the Chair and Vice-Chair of the Board;</p> <p>b) Establish and review Committees of the Board;</p> <p>c) Appoint members to Committees of the Board;</p> <p>d) Elect the Chair and Vice-Chair of the Committee of Whole – Standing <u>and appoint the Vice Chair of the Board as the Chair of the Committee of the Whole – Standing</u>;</p> <p>e) Appoint members to represent the Board on external organizations; and</p> <p>f) Adopt an annual schedule of meetings for Board and Committee of Whole - Standing meetings.</p>	<p>To address a gap regarding Vice-Chair of Committee of the Whole – Standing.</p>
<p>Section 5: Board and Committee Meetings – Rules and Procedures - 5.5.8</p>	<p>The introduction of a new Board policy, <u>rescission of a Board policy</u> or an amendment to an existing Board policy shall <u>come before the Board on the recommendation of the Governance and Policy Committee. In bringing a matter to the Board for consideration, the Governance and Policy Committee shall recommend to the Board whether the matter should be considered at that meeting or at the next meeting of the Board. In cases of urgency, such a matter may be brought directly to the Board without first going to the Governance and Policy Committee provided that written</u></p>	<p>The proposed amendments would streamline the process for policy development or changes. The Governance and Policy Committee will have the option to bring forward proposed changes to policies directly to the next Board Meeting without a Notice of Motion. Intended to shorten the length of time it takes for a new policy to be approved, or an existing policy to be rescinded or amended.</p>

	<p>notice of the proposed policy, rescission or amendment is provided to Trustees at least 5 days prior to the Board meeting, not be considered unless written notice is provided to Trustees no later than 5 days prior to the meeting (not counting the day of the meeting but counting the day of delivery) together with any supporting materials and provided that notice of the intention to introduce the new Board policy or amendment, as the case may be, was given at the prior meeting of the Board. The initial notice to the Board of an intention to bring forward a new Policy or proposed amendment is only proper if the matter, together with any supporting material, was first brought to the Committee of Whole — Standing.</p>	
<p>Section 5: Board and Committee Meetings – Rules and Procedures</p> <ul style="list-style-type: none"> - 5.13.4 - 5.13.5 - 5.13.6 - 5.13.15 - 5.13.16 	<p>5.13.4 An email requesting permission to present to the Committee of Whole - Standing shall:</p> <ol style="list-style-type: none"> a) State the matter to be discussed; b) Include materials intended to be distributed to trustees <u>and/or be presented at the meeting</u>; c) Provide the name of any organization or interested party to be represented; d) Confirm the authority of the spokesperson. <p>5.13.5 Any application to present at the Committee of Whole - Standing Committee may be approved at the good faith discretion of the Chair of the Committee of Whole – Standing who shall, <u>in considering whether to grant approval</u>:</p> <ol style="list-style-type: none"> a) Determine<u>Consider</u> if an opportunity for presentation is available through any other public consultation process, which shall be utilized prior to approval being given; 	<p>Changes to clarify the process around asking questions during public question period and public presentations at standing committee meetings.</p>

	<p>b) <u>Consider Determine if this is a matter is a matter within the proper scope and authority of the Board of Trustees or whether the matter is operational in nature or within the jurisdiction of the Ministry of Education or some other entity that should come before the Board.</u></p> <p>c) <u>Consider whether the proposed presentation would be consistent with the Board's commitment to the Ontario Human Rights Code, the Board's Human Rights Policy and Procedures and Indigenous Education Policy and Procedures.</u></p> <p>d) <u>Determine the date on which Consider the time available for presentations at a given meeting and whether allowing the proposed presentation will allow the any approved presentation shall take place Limit the number of presentations at any meeting to allow the Committee of Whole - Standing sufficient time to conduct its business.</u></p> <p>5.13.6 <u>The Chair of Committee of the Whole- Standing shall inform the members of the Board when an application has been denied, including the rationale.</u></p> <p>5.13.15 Subject to the discretion of the Chair, questions will not be entertained if they relate to a matter which is under consideration by the Board and for which another public input and questioning process is available (e.g., school boundaries, accommodation reviews, school naming). <u>Questions will also not be entertained if they are contrary to the Board's commitment to the Ontario Human Rights Code, or the Board's Human Rights Policy or</u></p>	
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	<p><u>Indigenous Education Policy and Procedures.</u></p> <p>5.13.16 The following procedure applies to public question period:</p> <ol style="list-style-type: none"> a) Each person shall be allowed to ask one question and one supplementary question; <u>and may, following the answer provided at the meeting, ask a supplementary question for clarification purposes only;</u> b) Before the beginning of the Board meeting, the Questioner shall submit the question in writing <u>through the appropriate form made available on the DDSB website to the Executive Officer of Communications and Public Relations;</u> c) The Questioner shall <u>have the option to ask their question in-person or virtually subject to availability be called to the podium;</u> d) The Questioner or, if the Questioner prefers, the Chair, shall read the question; e) The question shall be addressed by the Chair who may direct staff to answer; f) The Questioner may ask a supplementary question only for clarification purposes of the main question; g) Questions to individual Trustees <u>or staff</u> will not be addressed at public question period; h) Individual Trustees will not respond or comment on questions posed. 	
<p>Section 6: Filling Trustee Vacancies</p> <ul style="list-style-type: none"> - 6.2.1 - 6.2.2 	<p>6.2.1 In the event of a vacancy, the Board shall establish a Vacancy Committee to consider and determine the means of filling the vacancy. All members of the Board are eligible to sit on the Vacancy Committee. <u>The Director</u></p>	<p>Proposed changes to simplify and streamline the process for filling trustee vacancies. Instead of interviews taking place on the Monday of a Board Meeting during the daytime and the potential of</p>

	<p><u>shall prepare a report to the Vacancy Committee outlining the options as set out in this section which shall include the results from the previous election for relevant electoral area and the estimated costs of a by-election, if applicable.</u></p> <p>6.2.2 For the appointment, there are two options:</p> <ol style="list-style-type: none"> I. appoint one of the unsuccessful trustee candidates from the last municipal election in the vacated electoral area providing the candidate remains a qualified person as defined under the <i>Education Act</i>; or II. consider a broader range of electors for the appointment in which case, the following actions will occur: <p>Advertising</p> <ul style="list-style-type: none"> • The vacancy shall be advertised in all the local <u>newspapers and on social media for a minimum period of one week.</u> <p>Applications</p> <ul style="list-style-type: none"> • Individuals interested in the position shall be required to submit, in writing, an application for the position, to be received by the Secretary to the Board. • The Vacancy Committee shall establish <u>the timeline and set a</u> deadline for the appointment process. <p>Information Required Applicants shall be asked to provide the following information <u>by completing a form that will be made available on the Board's website that has been created for the purposes of filling the vacancy:</u></p>	<p>an additional meeting being called to confirm the appointment, they are proposed to take place at a date/time of the Board's choosing at a Special Board Meeting.</p>
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	<ol style="list-style-type: none"> I. Confirmation of eligibility to be appointed; II. Why they are interested in the position; III. Background, interests, experience, concerns; IV. Other information they think is pertinent. <p>Application materials shall be copied and distributed to all Trustees at least 48 hours prior to an interview date.</p> <p>Information Provided Upon written or verbal indication from an individual that they/she/he intends to apply for the position, package of the following information <u>will be emailed to interested individuals or shall be</u> made available for pick-up from the Trustee <u>Services Coordinators' Secretary</u>, as follows:</p> <ol style="list-style-type: none"> I. DDSB Facts Folder II. These Bylaws including the Member Code of Conduct III. Schedule of Board and Committee meetings IV. Committee Membership List <p>Interviews</p> <ol style="list-style-type: none"> I. The Vacancy Committee shall establish the interview date and the schedule of interviews. II. Only candidates who have submitted written applications by the deadline date shall be interviewed. Interviews shall be conducted <u>in the Boardroom at a Special Meeting of the Board</u>. All Trustees shall be invited to participate in the interviews. Trustees shall be asked to indicate their intentions about their attendance and participation in the interviews. Each candidate shall be requested to address the Board for up to five minutes, and to respond to questions from the Trustees for up to five minutes. Interviews shall be 	
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	<p>conducted on <u>a date and time determined by the Vacancy Committee</u> the Monday of the Board meeting, arranged so that all interviews shall be completed by 4:30 p.m. If an inordinate number of candidates <u>are is</u> to be interviewed, a second day for interviews shall be determined by the Chair <u>of the Vacancy Committee in consultation with the Chair of the Board,</u> after consultation with Trustees. If a quorum of Trustees is present for the interviews, the interviews shall be conducted as part of a special Board meeting. Should a quorum of Trustees not be present <u>on the meeting date</u>, those present <u>constitute a shall form</u> a Selection Committee which shall <u>meet, conduct the interviews and</u> make a recommendation to the Board <u>at a meeting of the Board of Trustees (either at the next regular meeting or, at a special Board Meeting, at the discretion of the Chair of the Board)</u>. The Chair of the Board or designate shall preside over the <u>meeting(s) during which the interviews are conducted and be responsible for adhering to the timelines.</u> The interview <u>ing process</u> shall be open to the public. Candidates shall be advised of their right to attend any or all interviews <u>(virtually or in-person)</u>.</p> <p>Voting</p> <ol style="list-style-type: none"> I. Only Trustees present for all interviews are eligible to vote. II. Voting shall be by secret <u>written</u> ballot. III. The Director <u>or designate</u> and <u>the General Counsel or</u> 	
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	<p>designate Superintendent of Education/Business and Finance shall count the ballots.</p> <p>IV. On the first ballot, Trustees shall vote for three (3) candidates <u>and</u>. (Any ballot without three names shall be considered a spoiled ballot).</p> <p>V. The ten (10) candidates achieving the greatest number of votes shall proceed to the second ballot. Their names shall be posted in the Boardroom <u>and on-screen for virtual attendees</u>.</p> <p>VI. On the second and subsequent ballots, Trustees shall vote for only one (1) candidate.</p> <p>VII. Voting shall continue, and on each subsequent vote the candidate(s) receiving the lowest number of votes shall be dropped from the ballot until one (1) candidate receives at least a simple majority of votes cast, except on the first ballot.</p> <p>VIII. Any candidate who does not receive any votes will be dropped from subsequent voting. This shall also apply to all subsequent ballots.</p> <p>IX. In the event of a tie, a second ballot shall be cast. If a tie remains, the decision shall be determined by lot.</p> <p>X. Following the swearing in of the successful candidate, all ballots shall be destroyed.</p> <p>A recommendation shall be brought forward to the Committee of the Whole (closed session) to approve the appointment. All Trustees are eligible to vote on the recommendation. The person shall be advised by telephone of the Board's decision.</p> <p>The appointed candidate shall attend the next Board meeting at the</p>	
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	beginning of the public session to be sworn in.	
Section 9: Election of Student Trustees	<p><u>9.1.1 Student Trustees shall be elected before February 28 in each school year, and may be re-elected.</u></p> <p><u>9.1.2 Subject to being re-elected, Student Trustees shall serve a one-year term.</u></p> <p><u>9.2.1 A notice shall be sent to each secondary school principal before December 10, advising of the election process. Notice will also be sent to homeroom teachers and Civics classes, with a request to discuss the election in class.</u></p> <p><u>Stage 1: Candidate Nomination</u></p> <p><u>9.3.1 Each secondary school shall be invited to elect one Student Trustee nominee, who shall be a candidate for the municipal stage of the election.</u></p> <p><u>9.3.2 The election for Student Trustee nominee may be either a direct election from the entire student body or an indirect election from the student council/parliament/government.</u></p> <p><u>Stage 2: Municipal Election</u></p> <p><u>9.4.1 The municipal elections shall apply only in municipalities which have more than one secondary school.</u></p> <p><u>9.4.2 Candidates from municipalities with only one secondary school shall be declared municipal Student Trustee nominees.</u></p> <p><u>9.5.1 Voting shall be by secret, ranked ballot. Every student, from grade 9 to 12, shall be entitled to vote. Voting shall take place over at least 5 school days.</u></p>	To streamline the process and provide for a more fair process.

	<p><u>9.5.2 Each secondary school shall be allotted 100.000 points. Points will be allocated proportionally to candidates based on the percentage of the vote they received in each school. Points shall be decimalized.</u></p> <p><u>9.5.3 In each municipality, the candidate receiving a clear majority shall be declared the municipal Student Trustee nominee. A clear majority is half plus one thousandth of available points.</u></p> <p><u>9.5.4 Should no candidate receive a clear majority, the votes and corresponding points for the candidate with the smallest number of points shall be redistributed based on rank, and this shall be repeated until one candidate receives a clear majority.</u></p> <p><u>9.5.5 In the event of an equality of points, the tie breaker shall be the number of votes that a candidate received. In the event of an equality of votes, candidates shall draw lots to determine the winner.</u></p> <p><u>9.5.6 All calculations shall be to the thousandth decimal place.</u></p> <p><u>9.5.7 All election results, including vote and point count, shall be publicly released.</u></p> <p><u>9.6.1 The municipal elections shall be moved annually among the secondary schools in the municipality so that all secondary schools have an opportunity to host the election.</u></p> <p><u>Stage 3: Board-Wide Election</u></p> <p><u>9.7.1 The municipal Student Trustee nominees shall be the candidates in the board-wide election.</u></p> <p><u>9.8.1 Voting shall be by secret, ranked ballot. Every student, from grade 9 to 12, shall be entitled to vote.</u></p>	
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	<p><u>Voting shall take place over at least 5 school days.</u></p> <p><u>9.8.2 Each secondary school shall be allotted 100.000 points. Points will be allocated proportionally to candidates based on the percentage of the vote they received in each school. Points shall be decimalized.</u></p> <p><u>9.8.3 The candidates who reach the quota shall be declared to be elected. The quota is $1/(1 + \text{the number of regularly elected student trustees referenced in section 2.4.2})$ plus one thousandth of available points.</u></p> <p><u>9.8.4 All points exceeding the quota shall be distributed to remaining candidates based on the average rank of the elected candidate's points and corresponding votes.</u></p> <p><u>9.8.5 After a candidate reaches the quota and their points exceeding the quota have been distributed, they shall be excluded from further distribution of votes and points.</u></p> <p><u>9.8.6 Should sufficient candidates not reach the quota after all points exceeding the quota have been distributed, the votes and corresponding points for the candidate with the smallest number of points shall be redistributed based on rank, and shall be repeated until a sufficient number of candidates have reached the quota.</u></p> <p><u>9.8.7 In the event of an equality of points, the tie breaker shall be the number of votes that a candidate received. In the event of an equality of votes, candidates shall draw lots to determine the winner.</u></p> <p><u>9.8.8 All calculations shall be to the thousandth decimal place.</u></p>	
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	<p><u>9.8.9 All election results, including vote and point count, shall be publicly released.</u></p> <p><u>9.9.1 The location of the board-wide election will be rotated annually among the municipalities so that over the course of several years, all secondary schools in the municipality will have an opportunity to host the election.</u></p> <p><u>9.10.1 The Board will pay for any transportation or other expenses such as food or the printing of ballots.</u></p> <p><u>9.11.1 The Student Trustee nominees and voters shall be qualified according to these Bylaws.</u></p> <p><u>9.12.1 Any election material of any kind of media used by candidates must be approved by the Student Trustee nominee's principal or staff designate.</u></p> <p><u>9.13.1 If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process as outlined above.</u></p> <p>Every attempt shall be made to elect a Student Trustee from Ajax-Pickering, Oshawa-Whitby, and Brock-Scugog-Uxbridge. The election of Student Trustees shall be a two-stage process in municipalities which have more than one secondary school.</p> <p>A notice shall be sent to each secondary school principal before February 1, advising of the election process. Notice will also be sent to teachers in Civics classes, with a request to discuss the election process in class.</p> <p>Stage 1: Municipal Election of Candidates</p>	
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	<p>The municipal elections shall apply in a municipality which has more than one secondary school.</p> <p>Each secondary school student council or parliament shall be invited to elect one Student Trustee nominee who shall be the candidate for the municipality. The notice shall also invite each secondary school student council or parliament to elect ten (10) Student Trustee electors for the municipal election.</p> <p>The elections for either Student Trustee nominees or electors may be either a direct election from the entire student body or an indirect election from the student council or parliament. The elections for the electors shall take place at the same time or prior to the elections for Student Trustee nominees.</p> <p>The municipal elections shall be moved annually among the secondary schools in the municipality so that all secondary schools have an opportunity to host the election.</p> <p>Voting shall be by secret ballot. Only Student Trustee nominee electors are entitled to vote. In each municipality, the candidate receiving a clear majority shall be declared the municipal Student Trustee nominee for the electoral college. A clear majority is 50 per cent plus one of the total votes cast. Should no candidate receive a clear majority of the votes cast, the name of the candidate with the smallest number of votes shall be dropped from the ballot and a further vote shall be conducted until one candidate has a clear majority.</p> <p>Stage II: Electoral College Process</p> <p>The Director of Education or designate shall cause three electoral colleges to take place in a secondary school in Ajax-Pickering, Oshawa-</p>	
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	<p>Whitby, and Brock-Scugog-Uxbridge. The three electoral colleges will meet before April 30 in each school year. The Board will pay for any transportation or other expenses such as food or the printing of ballots.</p> <p>Each municipality in the electoral college will receive 40 votes for the election. The votes shall be divided equally among the number of schools in an area. If the division of votes is such that a whole number of votes per school is not determined, additional votes shall be apportioned by lottery through the Director's office. The secondary school student council or parliament shall elect the assigned number of electors for the electoral college. Any school which declares that it will not send delegates to the electoral college will have its votes divided among the remaining schools for the municipality according to this process.</p> <p>The function of each electoral college is to elect one Student Trustee.</p> <p>Each electoral college will have any appropriate number of staff advisors to help conduct the Student Trustee nominees' speeches and the balloting.</p> <p>The winning candidate from Stage 1 shall be the municipal candidate for the electoral college.</p> <p>Voting shall be by secret ballot. Only Student Trustee nominee electors are entitled to vote.</p> <p>In each electoral college, the Student Trustee nominee receiving a clear majority shall be declared elected. A clear majority is 50 percent plus one of the total votes cast. Should no Student Trustee nominee receive a clear majority of the votes cast, the name of the student nominee with the smallest number of votes shall be</p>	
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	<p>dropped from the ballot and a further vote shall be conducted until one Student Trustee nominee has a clear majority.</p> <p>In the event of an equality of votes, there shall be a final ballot and should there be another equality of votes, the candidates shall draw lots to fill the position of Student Trustee.</p> <p>The location of the electoral college for Student Trustee will be rotated annually among the municipalities to be represented by the Student Trustee (e.g., Oshawa-Whitby). Within a municipality, the school location of the electoral college shall be moved for each election, so that over the course of several years, all secondary schools in the municipality will have an opportunity to host the electoral college.</p> <p>The Student Trustee nominees and Student Trustee electors shall be qualified according to these Bylaws.</p> <p>Any election material of any kind of media brought to the municipal election or to the electoral college must be approved by the Student Trustee nominee's principal or staff designate.</p> <p>If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process as outlined above.</p>	
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5.0 Communication Plan

Once approved, the Consolidated Bylaws will be circulated to all Board members and will be updated on the DDSB website.

6.0 Conclusion and/or Recommendations

That the Board of Trustees consider, and as it may deem appropriate, approve revisions to the Consolidated Bylaws.

7.0 Appendices

Appendix A: Revised Consolidated Bylaws.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Patrick Cotter, General Counsel



Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations



BYLAWS

Consolidated Bylaws

1.0 PURPOSE AND APPLICATION

- 1.1 These Bylaws are enacted by the Board of Trustees (the “Board” or the “Board of Trustees”) of the Durham District School Board (the “DDSB”) to govern the Board and Committees of the Board and to advance good governance practices at the Board in accordance with the governance structure for school boards established under the *Education Act*. These Bylaws advance democratic decision making with rules that facilitate fair and respectful debate.
- 1.2 Committees of the Board are Committees with only trustees as voting members. Advisory Committees are not Committees of the Board and they are not governed by these Bylaws (except that certain Advisory Committees are established by the Bylaws and except that the Board is bound by these Bylaws in establishing or dissolving any such committee).
- 1.3 Subject to any applicable legislation or regulation, any procedural rule(s) in these Bylaws may be suspended by a two-thirds majority vote of the members present and voting.
- 1.4 The rules contained in the latest edition of Robert’s Rules of Order (“RONR” or “Robert’s Rules of Order”), shall govern all matters of procedure provided they are not inconsistent with these Bylaws or any special rules of order that the Board may adopt, or with any applicable statutes or regulations.
- 1.5 Subject to any applicable legislation or regulations, these Bylaws may be amended by a two-thirds majority vote of the members present and voting. A proposed amendment should come to the Board in the same manner as a policy amendment under Section 5.5.8. ~~provided that the matter is listed on the agenda prior to the commencement of a Board meeting and provided that written notice of any proposed amendment(s), and any supporting materials, shall have been delivered at the previous meeting of the Board.~~

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

- 2.1.1 The Board of Trustees is the governing body of the DDSB. Decision-making authority for matters before the Board of Trustees rests with the Board, as a whole, and not with individual trustees.
- 2.1.2 The Board of Trustees is required to carry out its mandate as stipulated in the *Education Act*, and in particular, as set out in Section 169.1(1).
- 2.1.3 Board members shall each comply with the provisions of section 218.1 of the *Education Act* and the DDSB's Member Code of Conduct.
- 2.1.4 The DDSB's Member Code of Conduct is attached to these Bylaws as Appendix "A".

2.2 Chair/Vice-Chair

- 2.2.1 The Chair of the Board of Trustees, as an individual member, has no greater rights or powers than any other member of the Board but does have a unique role as expressly set out in the *Education Act*.
- 2.2.2 Consistent with the terms of s.218.4 of the *Education Act*, the role of the Chair of the Board of Trustees (or Vice-Chair in the Chair's absences) is as set out in the *Education Act* and is to:
 - (a) Preside over meetings of the Board in an impartial and fair manner;
 - (b) Conduct meetings in accordance with these Bylaws;
 - (c) Establish draft agendas for Board meetings in consultation with the Director;
 - (d) Ensure the members of the Board have the information needed for informed discussion of the agenda items;
 - (e) Act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
 - (f) Convey the decisions of the Board to the Director;
 - (g) Provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan and the Board's mission and vision;
 - (h) Share with the Board of Trustees any correspondence delivered to the Chair in that capacity that addresses the business of the Board of Trustees. Subject to any issue of urgency, such correspondence shall be shared at the next meeting of the Board of Trustees. However, the Chair shall not share any correspondence that contains personal attacks against any individual Trustee or staff member. In any such case, the Chair shall consider the Code of Conduct in determining how best to respond to the correspondence; and,
 - (i) Assume such other responsibilities as may be assigned by the Board of Trustees.

2.3 Committee Chair or Vice-Chair

2.3.1 The role of the Committee Chair (or Vice-Chair in the Chair's absence) is to:

- (a) Preside over meetings of the Committee in an impartial and fair manner;
- (b) Establish agendas for Committee meetings, in consultation with the Director;
- (c) Conduct meetings in accordance with these Bylaws;
- (d) Ensure that members of the Committee have the information needed for informed discussion of the agenda items;
- (e) Liaise with the Director to bring forward Committee recommendations to the Board, or to the Committee of the Whole – Standing, through a staff report delivered on behalf of the Committee.

2.4 Student Trustees

2.4.1 Student Trustees are not elected members of the Board but play an important role in representing the interests of secondary school students through their participation in meetings of Student Senate, the Board and its Committees. As outlined in section 55 of the *Education Act* and the regulations thereunder, including Ontario Regulation 7/07, Student Trustees:

- (a) May attend Board and Committee meetings but are not considered members of the Board and may not exercise a binding vote on a matter;
- (b) May request that a matter before the Board be put to a recorded vote;
- (c) Must disclose any conflict of interest to the Board or Committee. During the discussion of the matter that gives rise to conflict, the Student Trustee cannot participate in the discussion, attempt to influence the vote of Board members, cannot suggest a motion or exercise a non-binding recorded vote;
- (d) May not move or second motions but are entitled to suggest a motion to be moved by a member;
- (e) May attend closed session of a Committee unless the matters under consideration include the disclosure of intimate, personal or financial information with respect to a member of the Board or Committee, an employee or prospective employee of the DDSB, a pupil or their parent or guardian; and
- (f) Must not disclose to any member of the public, confidential information acquired by virtue of their office or during closed session.

2.4.2 The Durham District School Board shall have three Student Trustees on the Board. If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process outlined in these Bylaws.

2.4.3 A person is qualified to act as a Student Trustee if he or she is a full-time pupil of the DDSB in the senior division. In addition, the Student Trustee must be a Canadian citizen and a resident in the jurisdiction of the Durham District School Board.

- 2.4.4 A Student Trustee shall be disqualified from serving if the student is suspended or expelled or is otherwise not a student in good standing according to his or her principal from the date of his or her nomination until the last day of his or her term. A Student Trustee who, in the opinion of the Director of Education and the Chair, has engaged in any conduct, either at school, in Board meeting or otherwise, including on social media, which is incompatible with the responsibilities of the position shall be disqualified from serving as a Student Trustee on the Board.
- 2.4.5 A Student Trustee who ceases to be a student in the DDSB shall be disqualified from serving as a Student Trustee on the Board.
- 2.4.6 A Student Trustee who is absent from three consecutive regular meetings of the Board shall be disqualified from serving as a Student Trustee on the DDSB, unless the absence is authorized by resolution of the Board entered in the minutes.
- 2.4.7 Student Trustees shall be reimbursed for their routine expenses reasonably incurred in connection with carrying out the responsibilities of Student Trustees. Such reimbursement of expenses shall be according to the same rules that govern the reimbursement of Board members' expenses. All other expenses are to be pre-approved by the Chair of the Board and the Director. Examples of other expenses that may be approved would be conference fees, accommodation and travel expenses.
- 2.4.8 The Director shall hold a meeting with the Student Trustees by the end of the first month of their term to outline and clarify all matters and questions relating to these Bylaws, reimbursement of expenses and budget for Student Trustees and for Student Senate. The Durham District School Board shall appoint a mentor/advisor to the Student Trustees.
- 2.4.9 A Student Trustee may apply to the co-operative education teacher at their school before the beginning of the term to use the experience of being a Student Trustee to fulfill the requirements of a co-operative education credit(s).
- 2.4.10 Student Trustees shall be expected to:
- (a) attend regular Board meetings;
 - (b) notify the Secretary of the Board when unable to attend a meeting;
 - (c) participate in the Student Senate and report student matters to the Board;
 - (d) provide a Student Trustee report at meetings of the Committee of the Whole – Standing;
Communicate and forward all resolutions passed and recommendations made by the Student Senate to the Board.
 - ~~(e)~~
 - ~~(e)~~(f) with approval of the Chair and the Director of Education, Student Trustees may become members of the Ontario Student Trustees' Association - l'Association des élèves conseillers et conseillères de l'Ontario (OSTA - AECO) and attend OSTA-AECO conferences, including the FGM and the AMG, to further develop their skills as Student Trustees and to be kept informed of issues across the province;
 - ~~(f)~~(g) ensure that a Student Senate is organized for their term, ~~with each sharing duties as Chair~~;
 - ~~(g)~~(h) model the conduct expected of Board members as set out in the DDSB's Member Code of Conduct at Appendix "A".

- 2.4.11 The amount of the honorarium for Student Trustees as referenced-in subsection 5.5 (8) of the Education Act is:
- (a) \$2,500, if the Student Trustee holds office for a complete term of office;
 - (b) \$2,500 prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 2.4.12 The term of office of a Student Trustee starts on August 1 of the year in which he or she is elected and ends on July 31 of the following year as long as they remain eligible.

SECTION 3: ORGANIZATIONAL MEETING

3.1 Purpose of Organizational Meeting

- 3.1.1 An inaugural meeting of the Board shall take place at the first meeting of the Board in December of each year (the “Organizational Meeting”) during which the Board shall:
- (a) Elect the Chair and Vice-Chair of the Board;
 - (b) Establish and review Committees of the Board;
 - (c) Appoint members to Committees of the Board;
 - (d) Elect the ~~Chair and~~ Vice-Chair of the Committee of Whole – Standing and appoint the Vice Chair of the Board as the Chair of the Committee of the Whole – Standing;
 - (e) Appoint members to represent the Board on external organizations; and
 - (f) Adopt an annual schedule of meetings for Board and Committee of Whole - Standing meetings.

3.2 Scheduling of Organizational Meeting

- 3.2.1 The Board will hold the Organizational Meeting at the first meeting in December.
- 3.2.2 In an election year, the Organizational Meeting will be held no later than seven (7) days after the start of the term of the Board.

3.3 Presiding Officer

- 3.3.1 At the Organizational Meeting, the Chief Executive Officer shall preside until the election of the Chair or, in the absence of the Chief Executive Officer, the members present shall designate the person to preside until the election of the Chair and if a member of the Board is so designated, they may vote on the election of the Chair.

3.4 Election of Chair and Vice-Chair

- 3.4.1 Written or oral nominations, including any self-nominations, shall be received by the presiding officer. When two or more members are nominated and have agreed to stand, voting shall be by secret ballot.
- 3.4.2 Nominees for the position of Chair and Vice-Chair shall be present at the Organizational Meeting or, if absent, shall have declared in writing to the Secretary of the Board their intention to stand as candidates for the position(s).
- 3.4.3 The presiding officer or designate and other scrutineers so designated by the presiding officer shall count the ballots.
- 3.4.4 The member receiving a majority vote of the members present and voting shall be declared the Chair.

- 3.4.5 Should no member receive such a majority, the name of the member receiving the smallest number of votes shall be dropped and the members shall proceed to vote anew and so continue until the Chair is elected.
- 3.4.6 In the event of an equality of votes, there shall be another ballot and, should there be another equality of votes, the candidates shall draw lots to fill the position.
- 3.4.7 The presiding officer shall announce the result by declaring the name of the member who has been elected Chair.
- 3.4.8 Once elected, the Chair shall then assume the role of Chair/Presiding Officer.
- 3.4.9 This same procedure in this section (3.4) shall apply to the election of the Vice-Chair of the Board.
- 3.4.10 The Chair and Vice-Chair serve in these roles until the next Organizational Meeting but may resign from that role upon one week's written notice delivered to the Secretary of the Board. The Chair and/or Vice-Chair may be removed from the role on a two-thirds majority vote of the members present and voting.
- 3.4.11 If the Chair of the Board resigns the office or is removed from office, the Vice-Chair of the Board shall assume the role of Chair until the next regularly scheduled Board meeting. At that meeting, the election of a new Chair shall be held and, if the Vice-Chair is elected as the Chair, the election of a new Vice-Chair shall also be held.
- 3.4.12 If Chair and Vice-Chair of any Committees have not been elected at the Organizational Meeting, the Committee will elect a Chair and Vice-Chair from amongst themselves.
- 3.4.13 The term of office of a Committee Chair and Vice-Chair shall be one year, or until the next Organizational Meeting, whichever comes first.
- 3.4.14 A Committee Chair and Vice-Chair may be re-elected to a subsequent term(s) of office by the Committee, subject to any appointments made at the Organizational Meeting each year.

SECTION 4: COMMITTEE STRUCTURE AND COMPOSITION**4.1 Approval of Committees**

4.1.1 The Board shall consider and approve the Board's Committee structure and composition on an annual basis at the Organizational Meeting and as otherwise may be deemed appropriate by the Board.

4.2 Committee of the Whole and Committee of the Whole - Standing

4.2.1 The Committee of the Whole will be composed of all Trustees with full participation and voting privileges.

4.2.2 The term of the Committee of the Whole will coincide with the term of the Board.

4.2.3 During a Board meeting, the Board may convene into Committee of the Whole by majority vote of members present and voting to consider matters in closed session, as permitted under section 207 of the *Education Act*, or for any other reason the Board may deem appropriate. In any such case, the presiding officer for the Committee of the Whole will be the Vice-Chair of the Board.

4.2.4 The Committee of the Whole shall also meet regularly on the first (1st) Monday of the month (which shall be referred as "The Committee of Whole – Standing"). Should the date of such a meeting fall on a statutory, civic, or school holiday, the meeting will be held on the Tuesday of the same week or the Monday of the following week.

4.2.5 A Chair and Vice-Chair of the Committee of the Whole – Standing shall be elected at the Organizational Meeting of the Board. The presiding officer for any closed session of the Committee of the Whole - Standing shall be the Vice-Chair of the Committee.

4.2.6 There will be a quorum for Committee of the Whole – Standing. A Trustee who cannot attend a meeting should so notify the Trustee Services Co-Ordinator as soon as possible.

4.2.7 It is the function of the Committee of Whole – Standing to consider and debate matters in a more informal way than may be available at Board meetings and provide to the Board, in concise form, relevant information and recommendations. Except for matters considered in closed sessions, any and all resolutions of the Committee of Whole – Standing shall be set out in a numbered list as an appendix to the minutes and shall be referenced by the Board when it moves to adopt any such resolution.

4.2.8 Public presentations to the Committee of Whole - Standing are welcomed. The individual or group seeking to make a presentation shall follow the process and rules set out in these Bylaws.

4.2.9 The terms of reference of the Committee of the Whole – Standing are as follows:

- (a) Evaluate and promote the educational programs of the Board and make recommendations to the Board with respect to the operation, amendment, addition

- or deletion of, or to, the same;
- (b) Conduct, from time to time, studies of existing or proposed educational programs of this or other Boards and report to the Board;
- (c) Receive and seek representations and opinions from staff, area residents, and others, with respect to Board policy, including proposed new policy or a proposed amendment to an existing policy;
- (d) Receive reports regarding curriculum development, implementation, and assessment projects;
- (e) Receive and consider communications regarding curriculum issues from agencies, councils, commissions, associations, and societies;
- (f) Consider other matters involving the Board, including, but not limited to, curriculum, facilities and Employee Relations, and make recommendations to the Board as required.

4.3 Statutory Committees

- 4.3.1 The Board shall establish Statutory Committees as called for in the *Education Act* and the Regulations made thereunder including:
 - (a) Audit Committee;
 - (b) Parent Involvement Committee;
 - (c) Special Education Advisory Committee;
 - (d) Supervised Alternative Learning Committee(s);
 - (e) Accommodation Review Committees.
- 4.3.2 The mandate, membership composition and terms of reference for Statutory Committees shall be governed by applicable legislation and regulations.
- 4.3.3 The term of appointment of Trustees on the Audit Committee shall be for a two-year term, effective December 2022.

4.4 Additional Standing Committees

- 4.4.1 There shall be an Education Finance Standing Committee, a Governance and Policy Standing Committee, and a Director's Performance Review Standing Committee, the membership and terms of reference of which are as follows:

Education Finance Standing Committee:

- (a) Develop and maintain the procedures by which the Board establishes budget objectives and audits the budget expenditures;
- (b) When deemed necessary by the Board, study and recommend to the Board desirable changes in the Board's financial system;
- (c) Recommend to the Board expenditures other than those within the Budget;
- (d) Consider and recommend to the Board the annual Budget;
- (e) Review the annual financial statement and all expenditures, revenues, trust, capital account reserves, and investment reports;
- (f) Consider the annual transportation budget;
- (g) All trustees are eligible to sit on the committee; the Chair and Vice-Chair shall be elected annually at the Organizational Meeting.

Governance and Policy Standing Committee:

- (a) To ensure all of the Board's policies are up-to-date, accurate and consistent with the current legislation and government requirements;
- (b) To ensure that the Board of Trustees reviews policies at least once every five years or when required by a new legislative act or regulation, new government policy, resolution of the Board or as recommended by staff;
- (c) To develop policies that are developed with evidence-based data, equitable and reflect the Board's vision, values and strategic plan;
- (d) Monitor the effectiveness of Board policies through consultation and evidence-based data;
- (e) Monitor the effectiveness of Board policies in addressing human rights and equity in consultation with the Human Rights and Equity Advisor, through the Director of Education;
- (f) Report and make recommendations to the Board of Trustees on governance and Board policies;
- (g) Review bylaws/policies for ad-hoc committees and develop/review/document procedures (document mandate, clearly identify quorum, membership);
- (h) The committee shall meet at least twice annually;
- (i) All trustees are eligible to sit on the committee. The Chair and Vice-Chair shall be elected annually at the Organizational Meeting.

Director's Performance Review Standing Committee:

- (a) As set out in the Director's Performance Review Policy.

4.5 Advisory Committees

- 4.5.1 There shall be an Equity and Diversity Advisory Committee and an Indigenous Advisory Committee (which shall be referred to as the Indigenous Advisory Circle).
- 4.5.2 The purpose of these Advisory Committees is to consider any matter within the jurisdiction of the Board that the committee may deem appropriate and to make policy recommendations to the Board. The membership and composition of these committees, as well as the election of a Chair, shall be left to the committee but members shall include at least one Trustee and/or staff member, at the discretion of the Advisory Committee.

4.6 Additional Committees

- 4.6.1 In addition to any committees established under these Bylaws, the Board may by resolution, establish any Standing Committee, Ad Hoc Committee or Advisory Committee as it may deem appropriate at any time, subject to these Bylaws and any applicable legislation. The Board shall stipulate, by resolution, the terms of reference for any such Standing Committee or Ad Hoc Committee stipulating the mandate and membership of the Committee. The Board may, by resolution, seek the recommendation from a Standing Committee or Ad Hoc Committee on the appropriate terms of reference for the committee.

4.7 Committee Structure

- 4.7.1 The members of Standing Committees and Ad Hoc Committees shall be Trustees. The members of a Statutory Committee are as stipulated by legislation or regulation.
- 4.7.2 The members of an Advisory Committee may include Trustees, Student Trustees, staff members and members of the community, but shall include at least one trustee or staff member.
- 4.7.3 The Chair of an Ad Hoc Committee or Standing Committee may be determined by the Chair of the Board, the Board or, failing which, by the committee. The Chair of an advisory committee shall be determined by the committee.
- 4.7.4 The Director shall assign one (non-member/non-voting) senior staff person to every Ad Hoc and Standing Committee and any other (non-member/non-voting) staff person(s) that the Director, in consultations with the Chair of committee, may deem appropriate.
- 4.7.5 If there is no staff person on an Advisory Committee, the Director shall assign one (non-member/non-voting) senior staff person and any other (non-member/non-voting) staff person(s) that the Director, in consultation with the Chair of the Advisory Committee, may deem appropriate.
- 4.7.6 Except for any committee established under these Bylaws or Board policy, the Board may dissolve any Standing or Ad Hoc Committee at the Organizational Meeting or by resolution at any time as the Board may deem necessary or appropriate, subject to applicable legislation. Committees constituted under these Bylaws or Board policy may only be dissolved by an amendment or revocation of the applicable provisions in these Bylaws or Board policy, as the case may be. The terms of reference of any Standing Committee or Ad Hoc committee not established in these Bylaws or in a Board policy may be amended by ordinary resolution.
- 4.7.7 Committees are not decision-making bodies and may only make recommendations. Ad Hoc Committees report to the Committee of Whole - Standing. Standing Committees report to the Board of Trustees.
- 4.7.8 A Trustee who is not a member of a Statutory Committee, Standing Committee or Ad Hoc committee cannot move a motion, vote or be counted towards quorum, but may attend any such committee meeting.
- 4.7.9 Once an Ad Hoc Committee has satisfied the terms of reference, it shall report to the Committee of Whole – Standing confirming that it has satisfied the terms of reference at which point it shall be automatically dissolved.

SECTION 5: BOARD AND COMMITTEE MEETINGS - RULES AND PROCEDURES

5.1 Purpose

- 5.1.1 The purpose of these rules and procedures, as supplemented by RONR, is to facilitate meaningful, respectful, and orderly debate to advance the interest of the Board. All Trustees will endeavor to comply with these rules and procedures, but it is recognized that, in many circumstances, good judgment, co-operation and good faith will do more to advance the interests of the Board than strict adherence to procedural technicalities.

5.2 Quorum

- 5.2.1 Quorum of the Board shall consist of a majority of the Board members elected or appointed to the Board under the statutes of Ontario.
- 5.2.2 Quorum of a Board Committee shall consist of a majority of the members of the Committee.
- 5.2.3 Should there be no quorum present at a meeting within fifteen minutes after the time appointed for the commencement of the meeting, the names of those present shall be recorded and the meeting shall stand adjourned until the next regular or special meeting unless there is unanimous consent of those present to delay adjournment for an additional fifteen minutes, in which event, unless a quorum then be present, the meeting shall be so adjourned.

5.3 Public Sessions

- 5.3.1 Except as permitted under section 207 of *the Education Act*, and the regulations thereunder, all meetings of the Board and Committees of the Board shall be open to the public.
- 5.3.2 No member of the public or staff will engage in conduct that is negative, critical, or derogatory towards any other person, or engage in any behaviour that is disruptive to the meeting. Any such conduct may result in exclusion from a meeting.

5.4 Closed Sessions

- 5.4.1 Resolutions passed in closed session of a Committee are of no force or effect unless and until approved at a meeting of the Board. Any such approval will be done by adopting the resolution(s) of the Committee in a manner that maintains the confidentiality of the matter unless the Committee has pre-authorized making the resolution(s) public.
- 5.4.2 Minutes of all Committee closed sessions shall be provided to the Committee of Whole – Standing for consideration, except for Committee of the Whole – Standing whose minutes shall be provided to the Board for consideration, and shall remain confidential, unless the Committee has pre-authorized the release of all or part of the information.

- 5.4.3 A staff recording secretary should be present for all closed session Committee meetings. In the absence of the recording secretary during a closed session, the presiding officer shall appoint any member or other staff person to act as secretary for that meeting.
- 5.4.4 Committee sessions closed to the public may have staff in attendance as may be determined appropriate by the Chair of the Committee in consultation with the Director. The Chair of a Committee may require that the Director not attend all or part of a closed session when the Director's performance, employment contract or related matters are under consideration by the Committee.
- 5.4.5 Matters discussed in closed session of a Committee must not be communicated to any person not present at the closed session, unless: the person is a Trustee; or the disclosure is pre-approved by the Committee; or the disclosure is to the Integrity Commissioner in relation to the Code of Conduct.
- 5.4.6 Trustees are expected to maintain strict confidentiality of any matter dealt with in closed session and are bound by the confidentiality and protection of privacy provisions under the *Education Act*, the DDSB's Member Code of Conduct and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

5.5 Scheduling and Agendas

- 5.5.1 Regular Meetings of the Board will be held on the third (3rd) Monday of each month, commencing at 7:00 p.m. or, in any case where that Monday is a statutory holiday or other school holiday, the meeting will be held on the Tuesday of the same week or the Monday of the following week. As may be deemed appropriate by the Chair in consultation with the Director, the Board will convene into Committee of the Whole, closed session, prior to the commencement of the public Board meeting, typically commencing at 6:00 p.m. and again, if necessary, following public session, in which case the meeting shall not extend past 11:00 p.m.
- 5.5.2 The Board may vary the schedule for regular Board meetings at any time during the year on resolution of a two-thirds majority of the members present and voting.
- 5.5.3 Subject to the procedures described below, draft agendas for Board meetings shall be determined by the Chair in consultation with the Director; while agendas for Committee meetings shall be determined by the Committee Chair in consultation with the Director.
- 5.5.4 The Chair and the Vice-Chair of the Board and the Chair and Vice-Chair of the Committee of Whole – Standing together with the Director of Education and such other staff as the Director may engage from time to time, shall hold at least one session per month (either in-person or electronically) to consider and discuss the agendas for upcoming Board and Committee of the Whole – Standing meetings. An additional Trustee shall be entitled to attend at each meeting. Attendance shall be scheduled annually following the Organizational Meeting with Trustees being scheduled in reverse alphabetical order.

- 5.5.5 All Trustees shall be provided with advance notice of the date of the meeting referenced in the preceding paragraph and may email the Chair and Vice-Chair of the Board and/or the Chair and Vice-Chair of the Committee of the Whole-Standing to request that an item of business be added to the draft agenda for an upcoming meeting. The email shall disclose the rationale for the proposed addition to the agenda and any factors as to the appropriate timing for the matter to be addressed. If the matter is not added to the draft agenda, the Chair of the Board or the Chair of Committee of the Whole – Standing, as the case may be, shall advise by email of the reason it was not added to the draft agenda and shall copy all Trustees.
- 5.5.6 The Director or designate shall deliver an e-mail notice of each regular Board meeting and Committee of the Whole – Standing accompanied by the agenda and any supporting materials for the meeting, to each Trustee no later than three days prior to the meeting (not counting the day of the meeting but counting the day of delivery). At the discretion of the Chair of the Board or Chair of the Committee of the Whole – Standing, as the case may be, supporting materials may be delivered within the three day notice period based on urgency or exceptional circumstances.
- 5.5.7 A matter not on the agenda or directly related to matters on the agenda cannot be introduced at a Board or Committee meeting unless approved by the presiding officer prior to the start of the meeting based on urgency or exceptional circumstances or if a majority of the Committee or Board amends the agenda prior to approval. If a member seeks to introduce a matter not on the agenda or directly related to matters on the agenda during the meeting following the approval of the agenda, it may only be introduced by a two-thirds majority of the members present and voting. Notice of any change to a draft agenda made prior to the meeting shall be provided to Trustees as soon as possible.
- 5.5.8 The introduction of a new Board policy, rescission of a Board policy or an amendment to an existing Board policy shall come before the Board on the recommendation of the Governance and Policy Committee. In bringing a matter to the Board for consideration, the Governance and Policy Committee shall recommend to the Board whether the matter should be considered at that meeting or at the next meeting of the Board. In cases of urgency, such a matter may be brought directly to the Board without first going to the Governance and Policy Committee provided that written notice of the proposed policy, rescission or amendment is provided to Trustees at least 5 days prior to the Board meeting. ~~not be considered unless written notice is provided to Trustees no later than 5 days prior to the meeting (not counting the day of the meeting but counting the day of delivery) together with any supporting materials and provided that notice of the intention to introduce the new Board policy or amendment, as the case may be, was given at the prior meeting of the Board. The initial notice to the Board of an intention to bring forward a new Policy or proposed amendment is only proper if the matter, together with any supporting material, was first brought to the Committee of Whole—Standing.~~
- 5.5.9 In addition to regularly scheduled meetings, a special meeting of the Board may be called by the Chair or by a majority of the members. In either case, email notice of the call for a special meeting shall be sent to the Secretary of the Board or designate. Reasonable efforts should be made to schedule any such meeting to avoid a scheduling conflict with other scheduled Committee meetings. A special meeting is not a “regular meeting” under the *Education Act* or the regulations thereunder.
- 5.5.10 The Director or designate shall deliver an e-mail notice of a special meeting to the members, accompanied by the agenda and any supporting materials for the meeting no later than 24 hours prior to the meeting. At the discretion of the Chair, the 24-hour

notice period may be waived based on urgency or exceptional circumstances but notice, the agenda and any supporting materials should be delivered as early as possible prior to the commencement of the meeting.

- 5.5.11 A matter that is not on the agenda for a special meeting cannot be considered at the special meeting, unless all members are present and consent to amend the agenda to consider the matter.

5.6 Record of Decisions

- 5.6.1 At all Board and Committee meetings, the Director or designate (typically the recording secretary) shall maintain the minutes of the meeting to make a record of resolutions passed by the Board or Committee, as the case may be, including any recorded votes and any declarations of a conflict of interest.
- 5.6.2 At each regular Board meeting, draft minutes from the prior regular Board meeting, together with any special Board meeting that may have occurred since the prior Board meeting, shall be presented to the Board for approval.

5.7 Attendance at Meetings

- 5.7.1 Trustee attendance at regular Board meetings is governed by the *Education Act* and the regulations thereunder.
- 5.7.2 A Trustee who cannot attend a Board Meeting should notify the Secretary of the Board or designate as early as possible. If it appears that there will be no quorum for a meeting, the Secretary shall notify the Chair and, at the Chair's discretion, the meeting may be postponed or cancelled and notice thereof shall be delivered to the Trustees as soon as possible.
- 5.7.3 In accordance with section 228(1) of the *Education Act*, a Trustee vacates their seat if they are absent (electronically or physically), as recorded in the minutes, from three (3) consecutive regular Board meetings, unless authorized by resolution of the Board or if one of the exemptions in the *Education Act* is engaged.
- 5.7.4 Subject to statutory or regulatory exemptions due to the current pandemic or otherwise, and subject to any accommodation as to attendance provided under the Board's Attendance Accommodation Policy, Trustees must be physically present for at least three (3) regular Board meeting annually.
- 5.7.5 When a seat becomes vacant, the provisions of the *Education Act*, and any relevant provision(s) of these Bylaws, shall govern the filling of the vacancy.
- 5.7.6 At the Organization Meeting each year, the Chair will deliver to the Board an annual report of Trustee attendance at meetings of the Board and Committee of the Whole - Standing since the last Organizational Meeting.

5.8 Electronic Participation

- 5.8.1 Members attending a meeting electronically must advise the Chair when they join the meeting to be deemed present at the meeting.

- 5.8.2 Members who leave the meeting before adjournment, whether temporarily or permanently, shall advise the Chair.
- 5.8.3 Subject to statutory or regulatory exemptions due to the current pandemic or otherwise, no more than half of Board or Committee meetings in a twelve (12) month period can be chaired electronically in accordance with Ontario Regulation 463/97.
- 5.8.4 All members participating via audio or video conference who are not speaking must use the mute function on their device. Members will make every effort to avoid disrupting a meeting by turning personal and electronic devices to a non-audible function, reducing all background noise (including audible sounds transmitted from placing a call on hold), and refraining from private conversations.

5.9 Presiding Officer

- 5.9.1 Unless specified otherwise in these Bylaws, the Chair of the Board (or Vice-Chair in the Chair's absence) and the Chair of a Committee (or Vice-Chair in the Chair's absence) will be the presiding officer for meetings of the respective Board or Committee. If a meeting of a Committee moves into closed session, the Vice-Chair will be the presiding officer.
- 5.9.2 If the Chair does not attend within five minutes after the time appointed for the meeting, the Vice-Chair shall preside during the meeting or until the arrival of the Chair. In the absence of both, the members shall come to order, and a presiding officer shall be chosen by a majority of the members present and voting who shall preside during the meeting or until the arrival of the Chair or the Vice-Chair.
- 5.9.3 No member of the Board or Committee will preside at a meeting during the consideration of a motion when that member has declared a conflict of interest.
- 5.9.4 In the absence of the Director of Education, the presiding officer shall appoint a person to act as a secretary of the meeting.

5.10 Quorum

- 5.10.1 A quorum is the minimum number of members necessary to conduct a meeting which represents a majority of the members.
- 5.10.2 Where a member is participating electronically, their attendance will be included for quorum as long as they remain electronically connected to the meeting.
- 5.10.3 If a quorum is present, a meeting shall commence within fifteen (15) minutes of the meeting start time as shown in the agenda.

- 5.10.4 If a quorum is not present within fifteen (15) minutes after the scheduled start time shown in the meeting agenda, the names of the members present will be recorded, and the meeting will be cancelled.
- 5.10.5 At a Board meeting, if a quorum is lost during the course of the meeting, the Board will stand in recess. If quorum cannot be re-established within fifteen (15) minutes of the Board recessing due to a loss of quorum, the Board will stand adjourned.
- 5.10.6 At a Committee meeting, if a quorum is lost during the course of the meeting, and the remaining members of the Committee determine that quorum cannot be re-established, the Committee will stand adjourned.

5.11 Acknowledgement of Traditional Lands

- 5.11.1 All Board and Committee meetings will include an acknowledgement of the Traditional Territories/Ancstral Lands of Indigenous peoples recited by presiding officer or as the presiding officer may suggest.

5.12 Debate/Voting

- 5.12.1 Members and participants in a meeting will address their comments through the Chair of the meeting.
- 5.12.2 Members shall not interrupt another member who has the floor, except as permitted hereunder or under RONR (for example, to raise a point of order or question of personal privilege).
- 5.12.3 Members shall confine their comments to the merits of the motion being considered.
- 5.12.4 The Chair is entitled to move or second a motion, but only once they have passed the role of presiding officer to another member for the duration of the matter under consideration. The Chair will resume the role of presiding officer once the motion has been dealt with.
- 5.12.5 The mover of a motion shall be given first opportunity to speak. A member who has not spoken in debate has preference in recognition to speak over a member who has already spoken. At Board meetings, each member may speak twice, up to four minutes on the first occasion, two minutes on the second occasion, on each debatable motion. The Board may consider extending or limiting the time for debate at the commencement of the Board meeting or on any given motion, in accordance with the provisions of RONR.
- 5.12.6 At a Board meeting, a member who has not spoken to a motion may move that debate on the motion be closed and that the pending motion be put to a vote. Such a motion is not debatable. Before putting a motion to end debate to a vote, the Chair shall provide any member who has not spoken to the main motion with an opportunity to do so.

- 5.12.7 A motion to end debate at a Board meeting will only pass on two-thirds majority of the members present and voting. If the motion to end debate carries, no further debate can take place on the main motion and the Chair shall put the pending motion to a vote.
- 5.12.8 Trustees who are not members of a Committee may attend any Committee meetings but are not entitled to debate or vote. Only Committee members may debate and vote at Committee meetings.
- 5.12.9 A member, who is present and fails to vote on a motion, will be deemed to have abstained from voting.
- 5.12.10 It is for members to declare their own conflict of interest and no other member may declare a conflict of another member. A member who declares a conflict of interest must abstain from voting and will be recorded as abstaining due to a conflict of interest. When a member abstains due to a conflict of interest, their vote will be recorded neither for nor against the motion, and the number of members required to pass a vote will be reduced by the number of members with a declared conflict because the results of a motion are determined on the basis of the members present and voting.
- 5.12.11 Before a motion is voted on, a member may request that a motion containing divisible parts be voted on separately.
- 5.12.12 At any time before a motion is put to a vote, the Chair shall read the motion aloud.
- 5.12.13 When a motion is put to a vote, the Chair will first call votes in favour and then votes against. The Chair is entitled to vote on any motion, but it is expected that the Chair will typically abstain and only vote on a motion once all other votes have been counted and only if the Chair's vote would be determinative of the result of the motion. This is particularly applicable for the Board Chair and the Chair of the Committee of the Whole – Standing. It is expected that other Committee Chairs may choose to exercise their voting rights more often given the informal nature of committees.
- 5.12.14 After a vote is taken, the Chair shall declare whether the motion was carried or defeated.
- 5.12.15 A tie vote means the motion is defeated.
- 5.12.16 Votes taken at Board and Committee meetings may be recorded.
- 5.12.17 A student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its Committees.
- 5.12.18 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its Committees on which the Student Trustee sits, 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.

- 5.12.19 A Student Trustee is entitled to require 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 a recorded non-binding vote that includes the Student Trustee's vote and a recorded binding vote that does not include the Student Trustee's vote.
- 5.12.20 Subject to the notice requirements as to a new Policy or an amendment to an existing Policy or to these Bylaws, any member present at a Board meeting, or at a Committee meeting on which the member sits, may move or second a motion related to an item on the Agenda, unless disqualified from participating due to a conflict of interest.
- 5.12.21 A motion that has been moved and seconded is considered to be on the floor and will be decided by a vote. A motion need not be seconded during a Committee meeting, except during meetings of Committee of the Whole and Committee of the Whole – Standing.
- 5.12.22 A member who moved a motion may only withdraw it from consideration before the vote is taken on the motion if no other member present objects to the withdrawal.

Motions - Order of Precedence

- 5.12.23 When a motion is being considered, no other motion will be considered except a motion of precedence, as set out in RONR.
- 5.12.24 A motion of precedence may be introduced and will take precedence over any current motion under consideration.
- 5.12.25 If a motion of precedence is defeated, another motion of precedence to the same effect cannot be made until some other business has been taken up and decided.

Chair Ruling on Motion

- 5.12.26 The Chair may rule a motion out of order, including if it is not within the jurisdiction of the Board, is contrary to the *Education Act* or regulations thereunder, is contrary to these Bylaws, is dilatory, frivolous, vexatious or contains no rational proposition.
- 5.12.27 If a Chair rules a motion out of order, the Chair shall state the rationale for the ruling.
- 5.12.28 A ruling by the Chair that a motion is out of order is subject to appeal and will be reversed on a majority vote of the members present and voting.

Amendments to a Motion

- 5.12.29 A motion on the floor may be amended, except those motions that are not debatable or motions that are not amendable. Motions that are not amendable include:
- (a) Appeal the ruling of Chair or presiding officer;
 - (b) End debate;

- (c) Postpone consideration of a motion indefinitely;
- (d) Reconsider a previous decision of the Board;
- (e) Temporarily suspend a provision of the Bylaws;
- (f) Lay a motion on the table;
- (g) Take a motion from the table; or
- (h) Withdraw a motion.

5.12.30 To be in order, an amendment must:

- (a) Directly relate to the motion it proposes to amend;
- (b) Propose some change in the substance or form of the motion; and,
- (c) Not be contrary to the main concept of the motion it proposes to amend.

5.12.31 The vote on the motion, an amendment and any amendment(s) to the amendment(s) will be taken separately and in the reverse order of that in which they were moved.

Motion to Refer

5.12.32 A matter may be referred to:

- (a) The Board;
- (b) Any Committee of the Board; or
- (c) The Chair of the Board; or
- (d) The Director of Education or designate.

Extending Meeting Time

5.12.33 Unless provided for otherwise in these Bylaws, no Board or Committee meeting will continue in session beyond 10:00 p.m., unless upon the consent of the majority of members present and voting, the meeting is extended for a defined period of time to finish debate on matters currently on the floor or to address any matter on the agenda that may be of an urgent or time sensitive nature. Additional motions to further extend the meeting time are in order. In no case, will the meeting extend beyond 11:00 p.m.

Motion to Reconsider

5.12.34 Subject to the limits prescribed in RONR:

- (a) a decision of the Board made earlier in an ongoing (current) meeting may be reconsidered on a motion without notice. A reconsideration motion may only be brought by a member who voted on the prevailing side of the previous motion.

- (b) a previous decision of the Board cannot be reconsidered for at least twelve (12) months after the decision was made unless by resolution approved by a two-thirds (2/3) majority of the members present and voting and provided notice of the proposed reconsideration shall have been provided at the prior Board meeting.

Point of Order

- 5.12.35 A member may advise the Chair when they believe that a departure from the Bylaws, as supplemented by RONR, has taken place by raising a point of order.
- 5.12.36 Subject to certain exceptions as stipulated in RONR, a point of order must be raised promptly at the time of the alleged breach. A member may interrupt another member to raise a point of order.
- 5.12.37 The point of order in question must be clearly stated by the member.
- 5.12.38 The Chair shall decide on the point of order without debate.
- 5.12.39 The Chair may consult with the General Counsel and may declare a recess in order to consider the point of order.
- 5.12.40 A member may interrupt the meeting to introduce a motion to appeal the ruling of a Chair. A majority of members present and voting will overturn a ruling of the Chair.
- 5.12.41 If the appeal from the decision of the Chair results in a tie vote, the Chair's decision on the point of order will be upheld.

Questions of Privilege

- 5.12.42 Any member may raise a question of privilege, either a question of privilege affecting the Board, or a question of personal privilege.
- 5.12.43 Questions of privilege affecting Board include matters such as noise, comfort or safety. Questions of personal privilege affecting a member include the reputation or treatment of the member or staff, as well as any member of the public and the member's ability to exercise rights and privileges.
- 5.12.44 A question of privilege must be stated clearly and should include the remedy or resolution requested by the member.
- 5.12.45 A question of privilege will not be in order if the remedy or resolution requested exceeds the power or ability of the Chair, Committee or Board.
- 5.12.46 The Chair will decide on the question of privilege without debate.
- 5.12.47 The Chair may consult with the General Counsel and may declare a recess in order to consider a question of privilege in order to make a decision.

- 5.12.48 A member may appeal the ruling of a Chair on a point of privilege. A majority vote of members present, and voting will overturn a decision of the Chair.
- 5.12.49 If the appeal from the Chair's decision results in a tie vote, the Chair's decision on the question of privilege will be upheld.

Parliamentary Inquiry

- 5.12.50 A member may ask a question about the rules of procedure relevant to any matter or issue before the Board. The Chair will answer the question if it would assist the member to make an appropriate motion, raise a proper point of order or understand the effect of a motion or ruling. The Chair is not obliged to answer hypotheticals. The Chair may consult with the General Counsel in providing an answer.
- 5.12.51 The answer provided by the Chair is an opinion and is not subject to appeal. The member may act contrary to the opinion and may then appeal any adverse ruling by the Chair.

Point of Information

- 5.12.52 A member may ask a question directed to the Chair, or through the Chair to another member, for information relevant to the matter at hand but unrelated to parliamentary procedure.

5.13 Public Participation in Meetings

- 5.13.1 In keeping with the Board's Policy on Public Consultation, the Board welcomes presentations by individuals and groups. Presentations shall be made in the first instance to the Committee of Whole – Standing.
- 5.13.2 In order to obtain permission to make a presentation to the Committee of Whole – Standing, the person shall email the Director at least eight working days before the next scheduled meeting of the Committee of Whole – Standing. A presenter to the Committee of Whole – Standing may also be invited to present at a Board Meeting, at the discretion of the Chair of the Board.
- 5.13.3 Any application submitted to the Director shall be forwarded to the Chair of the Committee of Whole - Standing.
- 5.13.4 An email requesting permission to present to the Committee of Whole - Standing shall:
- (a) State the matter to be discussed;
 - (b) Include materials intended to be distributed to trustees [and/or be presented at the meeting](#);
 - (c) Provide the name of any organization or interested party to be represented;
 - (d) Confirm the authority of the spokesperson.

5.13.5 Any application to present at the Committee of Whole - Standing Committee may be approved at the good faith discretion of the Chair of the Committee of Whole – Standing who shall, in considering whether to grant approval:

- (a) Determine ~~Consider~~ if an opportunity for presentation is available through any other public consultation process, which shall be utilized prior to approval being given;
- (b) Consider ~~Determine if this is a matter is a matter within the proper scope and authority of the Board of Trustees or whether the matter is operational in nature or within the jurisdiction of the Ministry of Education or some other entity that should come before the Board;~~
- (c) Consider whether the proposed presentation would be consistent with the Board's commitment to the Ontario Human Rights Code, the Board's Human Rights Policy and Procedures and Indigenous Education Policy and Procedures.
- (d) Determine the date on which ~~Consider~~ the time available for presentations at a given meeting and ~~and~~ whether allowing the proposed presentation will allow the ~~any approved presentation shall take place~~ Limit the number of presentations at any meeting to allow the Committee of Whole - Standing sufficient time to conduct its business.

5.13.6 The Chair of Committee of the Whole-Standing shall inform the members of the Board when an application has been denied, including the rationale.

~~5.13.65.~~ 5.13.7 The Chair may waive the eight working days' notice period.

~~5.13.75.~~ 5.13.8 Presenters should use the appropriate format and protocol for presentations, available from the Director's office.

~~5.13.85.~~ 5.13.9 Anyone wishing to make a presentation shall be informed if the issue to be addressed will be discussed at any meeting of the Board or Committee of Whole - Standing prior to her or his opportunity to present.

~~5.13.95.~~ 5.13.10 Presenters shall be limited to speaking not more than 15 minutes including time for questions. At the discretion of the Chair of the Committee of Whole – Standing, this may be extended for a specific amount of time or deferred to a later point in the meeting.

~~5.13.105.~~ 5.13.11 Presenters shall be restricted to topics outlined in the application.

~~5.13.115.~~ 5.13.12 One or more presentations on a topic do not necessarily lead to a Committee of Whole - Standing or Board decision. The topic of a presentation should not be debated by Trustees unless and until it is on an agenda.

~~5.13.125.~~ 5.13.13 Members of the public may also pose questions of a general nature or regarding Board processes to the Board at any regular Board meeting.

~~5.13.135.~~ 5.13.14 The Board encourages questions on a wide variety of topics, while making sure that adequate time is available for regular business. The Chair shall establish time limitations as necessary to achieve these objectives and may group together questions of a similar nature.

~~5.13.145.~~ 5.13.15 Subject to the discretion of the Chair, questions will not be entertained if they relate to a matter which is under consideration by the Board and for which another public input and questioning process is available (e.g., school boundaries, accommodation reviews, school naming). Questions will also not be entertained if they are contrary to the

Board's commitment to the Ontario Human Rights Code, or the Board's Human Rights Policy or Indigenous Education Policy and Procedures.

~~5.13.155.13.16~~ 5.13.16 The following procedure applies to public question period:

- (a) Each person shall be allowed to ask one question ~~and one supplementary question~~; and may, following the answer provided at the meeting, ask a supplementary question for clarification purposes only;
- (b) Before the beginning of the Board meeting, the Questioner shall submit the question in writing through the appropriate form made available on the DDSB website ~~to the Executive Officer of Communications and Public Relations~~;
- (c) The Questioner shall have the option to ask their question in-person or virtually subject to availability ~~be called to the podium~~;
- (d) The Questioner or, if the Questioner prefers, the Chair, shall read the question;
- (e) The question shall be addressed by the Chair who may direct staff to answer;
- ~~(f) The Questioner may ask a supplementary question only for clarification purposes of the main question;~~
- ~~(g)~~(f) Questions to individual Trustees or staff will not be addressed at public question period;
- ~~(h)~~(g) Individual Trustees will not respond or comment on questions posed.

SECTION 6: FILLING TRUSTEE VACANCIES

6.1 The Education Act

6.1.1 Section 221 of the *Education Act* provides for the Board to fill a Trustee vacancy by either:

- i. Requiring the municipality to hold a by-election, or
- ii. appointing a qualified person (as defined in the *Education Act*) to the position, within 90 days of the office becoming vacant. The method of appointment is not specified in the Act.

6.1.2 A by-election may not be held after March 31 in an election year (i.e., within approximately 8 months of a regularly scheduled municipal election). All costs for a by-election are borne by the Board (subsection 7(3) Municipal Elections Act, 1996).

6.1 Vacancy Committee

6.2.1 In the event of a vacancy, the Board shall establish a Vacancy Committee to consider and determine the means of filling the vacancy. All members of the Board are eligible to sit on the Vacancy Committee. The Director shall prepare a report to the Vacancy Committee outlining the options as set out in this section which shall include the results from the previous election for relevant electoral area and the estimated costs of a by-election, if applicable.

~~6.2.2 All members of the Board are eligible to sit on the Vacancy Committee which shall be made up of at least half of the members of the Board. The Vacancy Committee shall obtain and consider information regarding the implications of holding a by-election, including previous election results and estimated costs.~~

~~6.2.3~~ 6.2.2 For the appointment, there are two options:

- i. appoint one of the unsuccessful trustee candidates from the last municipal election in the vacated electoral area providing the candidate remains a qualified person as defined under the *Education Act*, or
- ii. consider a broader range of electors for the appointment in which case, the following actions will occur:

(a) Advertising

The vacancy shall be advertised in ~~all the~~ local newspapers and on social media for a minimum period of one week.

(b) Applications

- Individuals interested in the position shall be required to submit, in writing, an application for the position, to be received by the Secretary to the Board.
- The Vacancy Committee shall establish the timeline and set a deadline for the appointment process.

(c) Information Required

Applicants shall be asked to provide the following information by completing a form that will be made available on the Board's website that has been created for the purposes of filling the vacancy:

- i. Confirmation of eligibility to be appointed;
- ii. Why they are interested in the position;
- iii. Background, interests, experience, concerns;
- iv. Other information they think is pertinent.

Application material shall be copied and distributed to all Trustees at least 48 hours prior to an interview date.

(d) Information Provided

Upon written or verbal indication from an individual that they/she/he intends to apply for the position, ~~package of the following~~ information will be emailed to interested individuals or shall be made available for pick-up from the Trustee Services Coordinators' Secretary, as follows:

- i. Durham District School Board Facts Folder;
- ii. These Bylaws including the Member Code of Conduct;
- iii. Schedule of Board and Committee Meetings;
- iv. Committee Membership List.

(e) Interviews

- i. The Vacancy Committee shall establish the interview date and the schedule of interviews.
- ii. Only candidates who have submitted written applications by the deadline date shall be interviewed. Interviews shall be conducted ~~in the Boardroom at a Special Meeting of the Board.~~ All Trustees shall be invited to participate in the interviews. ~~Trustees shall be asked to indicate their intentions about their attendance and participation in the interviews.~~ Each candidate shall be requested to address the Board for up to five minutes, and to respond to questions from ~~the~~ Trustees for up to five minutes. Interviews shall be conducted on a date and time determined by the Vacancy Committee the Monday of the Board meeting, arranged so that all interviews shall be completed by 4:30 p.m. If an inordinate number of candidates ~~are is~~ to be interviewed, a second day for interviews shall be determined by the Chair of the Vacancy Committee in consultation with the Chair of the Board, after consultation with Trustees. If a quorum of Trustees is present for the interviews, the interviews shall be conducted as part of a special Board meeting. Should a quorum of Trustees not be present on the meeting date, those present constitute a shall form a Selection Committee which shall meet, conduct the interviews and make a recommendation to the Board at a meeting of the Board of Trustees (either at the next regular meeting or, at a special Board Meeting, at the discretion of the Chair of the Board). The Chair of the Board or designate shall preside over the meeting(s) during which the interviews are conducted and be responsible for adhering to the timelines. The interviewsing process shall be open to the public. Candidates shall be advised of their right to attend any or all interviews (virtually or in-person).

(f) Voting

- i. ~~Only Trustees present for all interviews are eligible to vote.~~
- ii. Voting shall be by secret ~~written~~ ballot.
- iii. The Director ~~or designate~~ and ~~the General Counsel or designate Superintendent of Education/Business and Finance~~ shall count the ballots.
- iv. On the first ballot, Trustees shall vote for three (3) candidates ~~and~~. ~~(A~~any ballot without three names shall be considered a spoiled ballot~~).~~
- v. The ten (10) candidates achieving the greatest number of votes shall proceed to the second ballot. Their names shall be posted in the Boardroom ~~and on-screen for virtual attendees~~.
- vi. On the second and subsequent ballots, Trustees shall vote for only one (1) candidate.
- vii. Voting shall continue, and on each subsequent vote the candidate(s) receiving the lowest number of votes shall be dropped from the ballot until one (1) candidate receives at least a simple majority of votes cast, except on the first ballot.
- viii. Any candidate who does not receive any votes will be dropped from subsequent voting. This shall also apply to all subsequent ballots.
- ix. In the event of a tie, a second ballot shall be cast. If a tie remains, the decision shall be determined by lot.
- x. Following the swearing in of the successful candidate, all ballots shall be destroyed.

~~(g) A recommendation shall be brought forward to the Committee of the Whole (closed session) to approve the appointment. All Trustees are eligible to vote on the recommendation. The person shall be advised by telephone of the Board's decision.~~

~~(h)~~(g) The appointed candidate shall attend the next Board meeting at the beginning of the public session to be sworn in.

SECTION 7: TRUSTEE DETERMINATION AND DISTRIBUTION

- 7.1 The Durham District School Board (“DDSB”) is a statutory corporation under section 58.5 of the *Education Act*, R.S.O. 1990, C. E.2, (the “*Education Act*”). The Board of Trustees is the governing body of the DDSB. The duties and powers of the Board of Trustees are as set out in the *Education Act*. Decision making authority rests with the Board of Trustees as a single body, not with individual trustees.
- 7.2 The number and distribution of elected trustees is determined pursuant to the provisions of the *Education Act* and the regulations thereunder.

SECTION 8: EXECUTION OF DOCUMENTS AND CORPORATE SEAL**8.1 Corporate Seal of the Board**

8.1.1 The corporate seal of the Board shall be in the form impressed on the original copy of Bylaws located in the Administrative Offices of the Durham District School Board.

8.2 Signing Authority

8.2.1 The Chair or the Vice-Chair of the Board and the Treasurer shall be authorized to sign cheques and orders for payment of money on behalf of, and in the name of, the Board.

8.2.2 The Treasurer shall be authorized to endorse bills of exchange, cheques, drafts, and orders for payment of money, for deposit to the credit of the Board, and to receive all paid cheques and vouchers, and any documents the bank may have from time to time, belonging to the Board, and to sign the bank's form of settlement and release.

8.2.3 The Treasurer shall be authorized to sign cheques by means of a cheque signing machine and a facsimile of the signatures of the Chair of the Board and the Treasurer.

8.2.4 The Chair of the Board and the Treasurer shall be authorized to sign all necessary bank forms or documents required by the bank to implement the authority granted to them under these Bylaws.

8.2.5 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.

SECTION 9: Election of Student Trustees

9.1.1 Student Trustees shall be elected before February 28 in each school year, and may be re-elected.

9.1.2 Subject to being re-elected, Student Trustees shall serve a one-year term.

9.2.1 A notice shall be sent to each secondary school principal before December 10, advising of the election process. Notice will also be sent to homeroom teachers and Civics classes, with a request to discuss the election in class.

Stage 1: Candidate Nomination

9.3.1 Each secondary school shall be invited to elect one Student Trustee nominee, who shall be a candidate for the municipal stage of the election.

9.3.2 The election for Student Trustee nominee may be either a direct election from the entire student body or an indirect election from the student council/parliament/government.

Stage 2: Municipal Election

9.4.1 The municipal elections shall apply only in municipalities which have more than one secondary school.

9.4.2 Candidates from municipalities with only one secondary school shall be declared municipal Student Trustee nominees.

9.5.1 Voting shall be by secret, ranked ballot. Every student, from grade 9 to 12, shall be entitled to vote. Voting shall take place over at least 5 school days.

9.5.2 Each secondary school shall be allotted 100,000 points. Points will be allocated proportionally to candidates based on the percentage of the vote they received in each school. Points shall be decimalized.

9.5.3 In each municipality, the candidate receiving a clear majority shall be declared the municipal Student Trustee nominee. A clear majority is half plus one thousandth of available points.

9.5.4 Should no candidate receive a clear majority, the votes and corresponding points for the candidate with the smallest number of points shall be redistributed based on rank, and this shall be repeated until one candidate receives a clear majority.

9.5.5 In the event of an equality of points, the tie breaker shall be the number of votes that a candidate received. In the event of an equality of votes, candidates shall draw lots to determine the winner.

9.5.6 All calculations shall be to the thousandth decimal place.

9.5.7 All election results, including vote and point count, shall be publicly released.

9.6.1 The municipal elections shall be moved annually among the secondary schools in the municipality so that all secondary schools have an opportunity to host the election.

Stage 3: Board-Wide Election

9.7.1 The municipal Student Trustee nominees shall be the candidates in the board-wide election.

9.8.1 Voting shall be by secret, ranked ballot. Every student, from grade 9 to 12, shall be entitled to vote. Voting shall take place over at least 5 school days.

9.8.2 Each secondary school shall be allotted 100.000 points. Points will be allocated proportionally to candidates based on the percentage of the vote they received in each school. Points shall be decimalized.

9.8.3 The candidates who reach the quota shall be declared to be elected. The quota is $1/(1 + \text{the number of regularly elected student trustees referenced in section 2.4.2})$ plus one thousandth of available points.

9.8.4 All points exceeding the quota shall be distributed to remaining candidates based on the average rank of the elected candidate's points and corresponding votes.

9.8.5 After a candidate reaches the quota and their points exceeding the quota have been distributed, they shall be excluded from further distribution of votes and points.

9.8.6 Should sufficient candidates not reach the quota after all points exceeding the quota have been distributed, the votes and corresponding points for the candidate with the smallest number of points shall be redistributed based on rank, and shall be repeated until a sufficient number of candidates have reached the quota.

9.8.7 In the event of an equality of points, the tie breaker shall be the number of votes that a candidate received. In the event of an equality of votes, candidates shall draw lots to determine the winner.

9.8.8 All calculations shall be to the thousandth decimal place.

9.8.9 All election results, including vote and point count, shall be publicly released.

9.9.1 The location of the board-wide election will be rotated annually among the municipalities so that over the course of several years, all secondary schools in the municipality will have an opportunity to host the election.

9.10.1 The Board will pay for any transportation or other expenses such as food or the printing of ballots.

9.11.1 The Student Trustee nominees and voters shall be qualified according to these Bylaws.

9.12.1 Any election material of any kind of media used by candidates must be approved by the Student Trustee nominee's principal or staff designate.

9.13.1 If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process as outlined above.

~~9.1.1 Every attempt shall be made to elect a Student Trustee from Ajax-Pickering, Oshawa-Whitby, and Brock-Scugog-Uxbridge. The election of Student Trustees shall be a two-stage process in municipalities which have more than one secondary school.~~

~~9.1.2 A notice shall be sent to each secondary school principal before February 1, advising of the election process. Notice will also be sent to teachers in Civics classes, with a request to discuss the election process in class.~~

Stage 1: Municipal Election of Candidates

~~9.1.3 The municipal elections shall apply in a municipality which has more than one secondary school.~~

- ~~9.1.4—Each secondary school student council or parliament shall be invited to elect one Student Trustee nominee who shall be the candidate for the municipality. The notice shall also invite each secondary school student council or parliament to elect ten (10) Student Trustee electors for the municipal election.~~
- ~~9.1.5—The elections for either Student Trustee nominees or electors may be either a direct election from the entire student body or an indirect election from the student council or parliament. The elections for the electors shall take place at the same time or prior to the elections for Student Trustee nominees.~~
- ~~9.1.6—The municipal elections shall be moved annually among the secondary schools in the municipality so that all secondary schools have an opportunity to host the election.~~
- ~~9.1.7—Voting shall be by secret ballot. Only Student Trustee nominee electors are entitled to vote. In each municipality, the candidate receiving a clear majority shall be declared the municipal Student Trustee nominee for the electoral college. A clear majority is 50 per cent plus one of the total votes cast. Should no candidate receive a clear majority of the votes cast, the name of the candidate with the smallest number of votes shall be dropped from the ballot and a further vote shall be conducted until one candidate has a clear majority.~~

~~Stage II: Electoral College Process~~

- ~~9.1.8—The Director of Education or designate shall cause three electoral colleges to take place in a secondary school in Ajax-Pickering, Oshawa-Whitby, and Brock-Scugog-Uxbridge. The three electoral colleges will meet before April 30 in each school year. The Board will pay for any transportation or other expenses such as food or the printing of ballots.~~
- ~~9.1.9—Each municipality in the electoral college will receive 40 votes for the election. The votes shall be divided equally among the number of schools in an area. If the division of votes is such that a whole number of votes per school is not determined, additional votes shall be apportioned by lottery through the Director's office. The secondary school student council or parliament shall elect the assigned number of electors for the electoral college. Any school which declares that it will not send delegates to the electoral college will have its votes divided among the remaining schools for the municipality according to this process.~~
- ~~9.1.10—The function of each electoral college is to elect one Student Trustee.~~

~~9.1.11 Each electoral college will have any appropriate number of staff advisors to help conduct the Student Trustee nominees' speeches and the balloting.~~

~~9.1.12 The winning candidate from Stage 1 shall be the municipal candidate for the electoral college.~~

~~9.1.13 Voting shall be by secret ballot. Only Student Trustee nominee electors are entitled to vote.~~

~~9.1.14 In each electoral college, the Student Trustee nominee receiving a clear majority shall be declared elected. A clear majority is 50 percent plus one of the total votes cast. Should no Student Trustee nominee receive a clear majority of the votes cast, the name of the student nominee with the smallest number of votes shall be dropped from the ballot and a further vote shall be conducted until one Student Trustee nominee has a clear majority.~~

~~9.1.15 In the event of an equality of votes, there shall be a final ballot and should there be another equality of votes, the candidates shall draw lots to fill the position of Student Trustee.~~

~~9.1.16 The location of the electoral college for Student Trustee will be rotated annually among the municipalities to be represented by the Student Trustee (e.g., Oshawa-Whitby). Within a municipality, the school location of the electoral college shall be moved for each election, so that over the course of several years, all secondary schools in the municipality will have an opportunity to host the electoral college.~~

~~9.1.17 The Student Trustee nominees and Student Trustee electors shall be qualified according to these Bylaws.~~

~~9.1.18 Any election material of any kind of media brought to the municipal election or to the electoral college must be approved by the Student Trustee nominee's principal or staff designate.~~

~~9.1.19~~ 9.1.1 ~~If the Board determines that a vacancy be filled, it shall be filled by a by-election, according to the process as outlined above.~~

SECTION 10: ELECTRONIC MEETINGS

10.1 Introduction

The Board shall provide for the use of electronic means for the holding of meetings of the Board and meetings of a Committee of the Board, including a Committee of the Whole. The rules in this section apply to the extent they are not suspended or modified by Provincial regulation.

10.2 Attendance

10.2.1 Subject to statutory or regulatory exemptions due to the current pandemic or otherwise, at every meeting of the Board or Committee of the Whole, the following persons shall be physically present in the meeting room of the Board:

- (a) The Chair of the Board or her or his designate;
- (b) At least one additional member of the Board; and
- (c) The Director of Education of the Board or her or his designate.

10.2.2 Subject to statutory or regulatory exemptions due to the current pandemic or otherwise, at every meeting of the Board or Committee of the Whole, the following persons shall be physically present in the meeting room of the Board.

- (a) The Chair of the Committee or her or his designate; and
- (b) The Director of Education of the Board or his or her designate.

10.2.3 Notwithstanding the foregoing, the Chair is able to preside over a meeting electronically when:

- (a) Weather conditions do not allow the Chair to travel to the meeting location safely; or
- (b) The Chair cannot be physically present at the meeting for health reasons.

10.2.4 Subject to 10.1.2 and 10.1.3, at the request of any Board member or Student Trustee, the Board shall provide the member or representative with electronic means of participating in one or more meetings of the Board or of a Committee, including a Committee of the Whole Board.

10.2.5 A Trustee or Student Trustee who participates in a meeting through electronic means shall be deemed to be present at the meeting.

10.3 Participation of Board Members and Student Trustees

10.3.1 The electronic means shall permit the member or representative to hear and be heard by all other participants in the meeting.

10.3.2 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

- 10.3.3 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public. Electronic meetings shall be made available for public viewing.
- 10.3.4 The extent and manner of participation shall be determined by the Chair based on the electronic means available.
- 10.3.5 Members of the public participating through electronic means shall not participate in any proceedings that are closed to the public.

Reference Documents

Appendix:

Appendix A: Board Member (Trustee) Code of Conduct

Effective Date

2022-03-22

Amended

2022-09-19

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Durham District School Board **DATE:** May 15, 2023

SUBJECT: Rescission of Legal Opinions Policy and Regulation **PAGE:** 1 of 3

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Patrick Cotter, General Counsel
 Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to bring forward the recommendation of the Governance and Policy Committee to rescind the Legal Opinions Policy and Regulation.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Legal Services staff undertook a detailed review of policies and regulations under its responsibility and recommended to the Governance and Policy Committee that the Legal Opinions Policy and Regulation be rescinded.

At the March 29, 2023 Governance and Policy Committee meeting, the Committee passed a resolution to recommend to the Board of Trustees that the Legal Opinions Policy and Regulation included in Appendix A be rescinded. A Notice of Motion was presented to the Board of Trustees at the April 17, 2023 Board meeting.

4.0 Analysis

The table below outlines the policy and regulation recommended to be rescinded including staff's rationale in bringing forward the recommendation. These policy and regulation are attached at Appendix A and are also hyperlinked in the table below.

Table 1 – Legal Services Policy and Regulation Recommended for Rescission

Name	Type	Recommendation	Rationale
Legal Opinions	Policy	Rescind	Created in 1970, and last reviewed in 2017. Policy is operational in nature. The policy also suggests that an individual trustee can obtain legal advice which is not in keeping with good governance practices under the Education Act.
Legal Opinions	Regulation	Rescind	Created in 1982, and last reviewed in 2018. Same rationale as above plus legal services are exempt from the Broader Public Sector Accountability Act.

5.0 Financial Implications

Not applicable.

6.0 Evidence of Impact

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

7.0 Communication Plan

Once approved, the policy and regulation recommended for rescission will be removed from circulation on the DDSB website and staff will be informed as applicable.

8.0 Conclusion and/or Recommendations

That the Board of Trustees consider, and as it may deem appropriate, rescind the Legal Opinions Policy and Regulation.

9.0 Appendices

Appendix A: Policy and regulation recommended for rescission.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Patrick Cotter, General Counsel



Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

CORPORATE SERVICES

Legal Opinions

- 1.0 The Director may on behalf of the Board or a Trustee engage and instruct solicitors and obtain their advice in connection with the activities of the Board.

Appendix:

None

Effective Date

70-06-08

Amended/Reviewed

82-11-09

2006-08-02

2005-06-11

2012-02-06

2017-10-18

Legal Opinions

- 1.0 Wherever possible in routine land transactions, solicitors shall be engaged as required, in accordance with the Broader Public Sector Accountability Act.

Appendix:

None

Effective Date

82-11-09

Amended/Reviewed

2006-08-02

2018-02-01

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Durham District School Board **DATE:** May 15, 2023

SUBJECT: Rescission of School Operations Policies and Regulations **PAGE:** 1 of 4

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Jim Markovski, Associate Director of Equitable Education
 Patrick Cotter, General Counsel
 Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to bring forward the recommendation of the Governance and Policy Committee to rescind selected policies and regulations under School Operations.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Staff undertook a detailed review of selected policies and regulations under School Operations, included as Appendix A, and recommended to the Governance and Policy Committee that these selected policies and regulations be rescinded.

At the March 29, 2023, Governance and Policy Committee meeting, the Committee passed a resolution to recommend to the Board of Trustees that the policies and regulations listed in Appendix A be rescinded. A Notice of Motion was presented to the Board of Trustees at the April 17, 2023 Board meeting, so these matters are now before the Board for decision.

4.0 Analysis

The table below outlines the policies and regulations recommended to be rescinded including staff's rationale in bringing forward the recommendation. These policies and regulations are attached at Appendix A and each of the policies and regulations referenced in the table below are hyperlinked.

Table 1 – Listing of School Operations Policies and Regulations Recommended for Rescission

Name	Type	Created	Recommendation	Rationale
Appointment and Transfer of Staff in Positions of Principal, Vice Principal, and Officers	Policy	2010-03-22	Rescind	Last updated in in 2014. The policy outlines that qualified teachers will be selected for leadership positions as best meets the needs of the system. Conditions of appointment and administrative transfers are already informed through Human Resource Services functions and language reflected in Terms and Conditions of Principals and Vice-Principals.
Appointment and Transfer of Staff in Positions of Principal, Vice Principal, and Officers	Regulation	2010-03-22	Rescind	Last updated in 2014. The Terms and Conditions of Principals and Vice-Principals outline expectations for appointment and transfer of Principals and Vice Principals. Regulation is operational in nature, outlining the process by which interviews are conducted and which forms are to be submitted.
Principals/Vice-Principals Duties and Responsibilities	Policy	1979-01-31	Rescind	Last updated in 2011. Policy outlines roles and responsibilities of

				Principals and Vice-Principals at the DDSB, however, the duties of Principals and Vice-Principals are already set out in the Education Act the Regulations thereunder and in Principal and Vice-Principal Terms and Conditions.
Professional Activity Days	Policy	1978-11-14	Rescind	Last updated in 2012. Policy is one line recognizing the need for Professional Activity Days. Professional Activity Days are informed through the Ministry of Education and in Provincial Regulation (R.R.O, 1990, Reg. 304).
Professional Activity Days	Regulation	1978-11-14	Rescind	Last updated in 2012. Regulation outlines responsibilities of Principal when planning a Professional Activity Day. The regulation is operational in nature. The subject is supported through direction we receive from the Ministry of Education.

5.0 **Financial Implications**

Not applicable.

6.0 **Evidence of Impact**

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

7.0 Communication Plan

Once approved, the policies and regulations recommended for rescission will be removed from circulation on the DDSB website and staff will be informed as applicable.

8.0 Conclusion and/or Recommendations

That the Board of Trustees consider, and as it may deem appropriate, rescind the policies and regulations as outlined in Appendix A.

9.0 Appendices

Appendix A: Policies and regulations recommended for rescission.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Jim Markovski, Associate Director of Equitable Education



Patrick Cotter, General Counsel



Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

PERSONNEL

Appointment and Transfer of Staff in Positions of Principal, Vice Principal and Officer

The Durham District School Board strives to ensure that highly qualified teachers are developed, selected and appointed to lead public education.

In the related promotion and transfer process, every effort is made to ensure that these educational leaders are appointed to positions that best meets the system needs of Durham's diverse population.

Appendix:

None

Effective Date

2010-03-22

Amended/Reviewed

2014-03-17

Appointment and Transfer of Staff in Positions of Principal, Vice Principal and Officers

Superintendents and Trustees recognize and value the importance of school leaders. While the decision related to appointment and placement of Principals, Vice Principals and Officers are determined by Administrative Council, it is recognized that Trustees represent the community and provide valuable input to Superintendents in this decision making process.

- 1.0 Regular and ongoing discussions starting in September between the Superintendent and Trustee will occur regarding the administrative needs of the schools in their area. This discussion should include possible transfers and short list update (remaining short list from prior years).
- 2.0 The school characteristics and needs form completed by the SCC will be forwarded to the local Trustee in the autumn when it is created.
- 3.0 The Career Planning forms submitted to the Superintendent of Education/Operations and the Administrator's Terms and Conditions provides information to be considered in potential placements.
- 4.0 Following the short list process in a given year, the confidential short list will be sent electronically to Trustees as soon as determined by Administrative Council. A short list, transfer and promotion report will be created as appropriate. The short list will include a candidate information form for successful candidates.
- 5.0 The Superintendent of Education/Operations who is responsible for building the interview teams will make every attempt to ensure that conflict of interest issues are discussed and avoided at the beginning of the process. Members of the interview team will declare any conflict of interest at the beginning of the process when lists are brought forward for discussion at the Administrative Council meeting.
- 6.0 Where a conflict of interest is identified, the interviewer will declare a conflict and remove him/herself from that particular interview team and any subsequent discussions and or deliberations that include the particular candidate that is affected by the conflict.
- 7.0 Information regarding presentation of information to the Board of Trustees is contained in Procedure 4117.

Appendix:

None

Effective Date

2010-03-22

Amended/Reviewed

2014-03-24

PERSONNEL

Principals'/Vice-Principals' Duties and Responsibilities

1.0 The Principal is the educational leader and manager of the school. In this capacity he or she is the chief agent of the Board for policy implementation, information, and evaluation recommendations on teacher competency, tenure, and of persons in positions of responsibility. In the performance of these duties the Principal is responsible to the Board through the appropriate Supervisory Officer.

2.0 Definitions:

- **Duty** - a specified mandatory requirement for which one is held personally accountable to senior authority.
- **Responsibility** - an extension of the duties not otherwise stated of an ex-officio or moral order for which one is held personally accountable to senior authority.

3.0 Duties

3.1 To administer the relevant sections of:

- (a) Ministry of Education Acts, Regulations, and Memoranda;
- (b) Board of Education Policies, including Regional Curriculum Outlines;
- (c) Administrative Procedures and Instructions;
- (d) Collective Agreements.

4.0 Responsibilities

4.1 Staff

- (a) To organize, supervise, and evaluate staff.
- (b) To devote a major portion of time and effort to the improvement of instruction.
- (c) To monitor staff attendance and, in the absence of a teacher, arrange for alternate student programs.
- (d) To ensure that a program of tutorial assistance is available to students.
- (e) To work with staff on program evaluation.
- (f) To allocate staff duties, curricular and extra-curricular, equitably and consistently.
- (g) To ensure that staff makes use of resource people; i.e., program consultants, psychological services, assessment teachers, etc.
- (h) To communicate all relevant information that is received to staff, e.g., Ministry, Board, Administration, etc.
- (i) To arrange supervision scheduling as appropriate.

4.2 Students

- (a) To ensure that the school's evaluation system (among subject areas and among teachers) achieves a fair and consistent treatment for each student.
- (b) To encourage recognition of all students who achieve to the best of their abilities in curricular, co-curricular and extra-curricular programs.
- (c) To identify and refer students who require additional assistance to appropriate agencies and cooperate in the follow up program.
- (d) To maintain a consistent, fair and clearly understood system for disciplinary procedures and actions as per Reg. 5500.
- (e) Where appropriate, to make available to students diploma requirements, courses of study, school rules and regulations, and a calendar of events.

4.3 Program

- (a) To formulate and implement a written statement of the aims and objectives of the school within those guidelines established by the Ministry and the Board.
- (b) To be personally aware and knowledgeable about current program directions.
- (c) To monitor the review, revision, and the implementation of school adaptations of Ministry Guidelines and Regional Curriculum Outlines.
- (d) To develop procedures for evaluating instructional material.
- (e) To establish an excursion policy in keeping with program aims and objectives.
- (f) Where appropriate, to provide a work experience program.
- (g) Where appropriate, to participate in the Early School Leavers' program.
- (h) To provide for a well-organized, balanced and supervised extra-curricular program.

4.4 Management

- (a) To communicate to the Board, through the appropriate Supervisory Officer, the effects of Board policy.
- (b) To communicate Board policy to the staff, to the students, and to the school community.
- (c) To hold regular staff meetings and to ensure that regular department/staff meetings are called.
- (d) To maintain all relevant office and student records.
- (e) To make effective and efficient use of supplies and materials and to be accountable for the allocation of school funds.
- (f) To be aware of, knowledgeable about, and informed of changes in Teachers' and C.U.P.E. contracts and Transportation and Grove School Agreements.

4.5 Parents

- (a) To maintain an organization of parents for communication and consultation.
- (b) To inform parents of the school program and student progress.
- (c) To provide opportunities for parents to meet with staff to discuss student progress.

4.6 Community

- (a) To make use of community resources.
- (b) To arrange for public occasions that demonstrate the school's activities to the community.
- (c) To cooperate with public agencies related to the community and youth.
- (d) To maintain liaison with local media.
- (e) To facilitate the school community council as per Regulation 1219.

4.7 Other

- (a) To demonstrate clearly his/her professional development.
- (b) To maintain first-hand involvement to the instructional program.
- (c) To increase public confidence in education.

Appendix:

None

Effective Date

79-01-31

Amended/Reviewed

2011-02-24

PERSONNEL

Professional Activity Days

- 1.0 The Board recognizes the need for planned professional development activities.
 - 1.1 The activities are subject to the approval of the Director, who will report to Board as requested.
 - 1.2 All P.A. days will be included in the school year calendar.

Appendix:

None

Effective Date

78-11-14

Amended/Reviewed

83-11-14

2006-08-08

2010-10-04

2012-03-29

Professional Activity Days

- 1.0 Principals will file a planning outline for each Professional Activity Day with their Superintendent of Education/Area in advance of the actual day.
 - 1.1 It will be the responsibility of the teachers to be in attendance within the school or at planned regional curriculum programs for the full day of each date noted on the School Year Calendar.
 - 1.2 Superintendent of Education/Area will monitor their own schools, and will require a summary evaluation report from Principals on the use of Professional Activity Days.
 - 1.3 Principals shall notify parents of the specific dates of each Professional Activity Day for the entire year in a school year calendar which is distributed to each student in September.
 - 1.4 Principals shall provide parents with a brief description of the program and the objectives for the day through individual newsletters.

Appendix:
None

Effective Date

78-11-14

Amended/Reviewed

83-11-14

2006-08-08

2012-03-29

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

REPORT TO: Durham District School Board **DATE:** May 15, 2023

SUBJECT: Rescission of Youth and Adult Student Engagement and Success: Grades 7 – 12+ Policies and Regulations **PAGE:** 1 of 4

ORIGIN: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Stephen Nevills, Superintendent of Equitable Education
 Patrick Cotter, General Counsel
 Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

1.0 Purpose

The purpose of this report is to bring forward the recommendation of the Governance and Policy Committee to rescind selected policies and regulations that fall under the Youth and Adult Student Engagement and Success Grades 7-12+ portfolio.

2.0 Ignite Learning Strategic Priority/Operational Goals

Success – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

Well-being – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

Leadership – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

Equity – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

Engagement – *Engage students, parents and community members to improve student outcomes and build public confidence.*

Innovation – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

3.0 Background

Staff undertook a detailed review of selected policies and regulations under the Youth and Adult Student Engagement and Success Grades 7 – 12+ portfolio, included as Appendix A, and recommended to the Governance and Policy Committee that these selected policies and regulations be rescinded.

At the March 29, 2023 Governance and Policy Committee meeting, the Committee passed a resolution to recommend to the Board of Trustees that the policies and regulations listed in Appendix A be rescinded. A Notice of Motion was presented to the Board of Trustees at the April 17, 2023 Board meeting.

4.0 Analysis

The table below outlines the policies and regulations recommended to be rescinded including staff's rationale in bringing forward the recommendation. These policies and regulations are attached at Appendix A and each of the policies and regulations referenced in the table below are hyperlinked.

Table 1 – Listing of Youth and Adult Student Engagement and Success: Grades 7 – 12+ Policies and Regulations Recommended for Rescission

Name	Type	Recommendation	Rationale
Co-Operative Education in Secondary Schools	Policy	Rescind	Created in 1971. Policy created with the intent to achieve a goal of having co-operative education at all schools. This goal has been achieved as co-operative education is now offered at all sites. A specific policy mandating that schools offer co-operative education is redundant.
Music - Elementary Schools	Policy	Rescind	Created in 1974. Policy created with intent to achieve goal of ensuring schools had access to instruments. This goal was reached as all schools now have instruments, and the purchasing plan for instruments has already been phased out.
Music – Elementary Schools	Regulation	Rescind	Created in 1974. There is no requirement within the curriculum for instrumental music, and the DDSB does not operate a central catalogue anymore. Music in elementary schools may take many different forms and while in many cases may include instrumental music, is not required.

Daily Physical Activity	Policy	Rescind	Created in 2006. Captured elsewhere through Ministry PPM 138.
Daily Physical Activity	Regulation	Rescind	Created in 2005. Requirements for daily physical activity is already captured elsewhere through Ministry PPM 138.
Materials for Personal Projects	Policy	Rescind	Created in 1970. Clear language on not charging for materials is found in the Learning Materials and Activities Procedure and is also outlined in a Ministry of Education directive .
Materials for Personal Projects	Regulation	Rescind	Created in 1971. Clear language on not charging for materials is found in the Learning Materials and Activities Procedure and is also outlined in a Ministry of Education directive .

5.0 **Financial Implications**

Not applicable.

6.0 **Evidence of Impact**

Rescinding outdated and obsolete policies and regulations will bring clarity to applicable processes for system leaders and staff.

7.0 **Communication Plan**

Once approved, the policies and regulations recommended for rescission will be removed from circulation on the DDSB website and staff will be informed as applicable.

8.0 **Conclusion and/or Recommendations**

That the Board of Trustees consider, and as it may deem appropriate, rescind the policies and regulations as outlined in Appendix A.

9.0 **Appendices**

Appendix A: Policies and regulations recommended for rescission.

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



Stephen Nevills, Superintendent of Equitable Education



Patrick Cotter, General Counsel



Kathy Witherow, Interim Executive Lead, Strategic Initiatives and External Relations

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Cooperative Education for Secondary Schools

- 1.0 The Durham District School Board recognizes that, in general, all basic skills acquired by a student in courses of the regular school program can be reinforced and expanded by local, national and/or global community connected experiential learning opportunities on-site, blended and/or virtual.
- 1.1 To this end, the Board encourages staff to develop cooperative education credit courses utilizing a wide variety of resources.

Appendix:

None

Effective Date

79-05-28

Amended/Reviewed

2006-06-07

2011-03-04

2017-02-21

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Daily Physical Activity (Elementary Schools)

1. The Durham District School Board is committed to supporting a healthy school environment through student participation in daily physical activity (DPA).
2. In line with the Ministry of Education's Policy/Program Memorandum No. 138, the Durham District School Board will ensure that each day, during instructional time, all elementary students, including students with special needs, will have an opportunity to participate in a minimum of twenty minutes of sustained, moderate to vigorous physical activity.

Appendix:

None

Effective Date

2006-11-20

Amended/Reviewed

2011-03-04

2016-11-02

Daily Physical Activity (Elementary Schools)

1.0 Introduction:

- 1.1 The Durham District School Board is committed to supporting a healthy school environment through student participation in daily physical activity (DPA). The goal of a daily physical activity program is to enable all elementary students to maintain their physical fitness, improve their overall health and wellness, and enhance their learning opportunities.

2.0 Responsibility:

- 2.1 The Durham District School Board will provide the necessary direction, leadership, equipment and staff training to implement daily physical activity in all schools. The Durham District School Board will develop tools to monitor the implementation of daily physical activity to ensure that every student has the opportunity to be physically active.
- 2.2 Principals will ensure their schools provide the opportunity for all elementary students to participate in safe, high-quality physical activities. In addition to providing health and physical education programs, each elementary school will, on days when students do not have a scheduled physical education program, provide a minimum of twenty minutes of sustained moderate to vigorous physical activity during instructional time.

3.0 Safety:

- 3.1 All Daily Physical Activity programs are supervised activities.
- 3.2 Safety considerations are integral to the planning and implementation of daily physical activity for students. The primary responsibility for the delivery rests with the Board and its employees. The OPHEA Manual's safety section should be consulted to ensure reasonably foreseeable risks are identified, and procedures are developed to help prevent and minimise the risk of accidents or injuries.

4.0 Inclusion of all Students in DPA:

- 4.1 Instruction should meet the special needs of a variety of students by being flexible, supportive, and adjustable to ensure all students are successful. All daily physical activities should be designed to ensure that students with varying physical abilities can participate and can experience success.

Appendix:

None

Effective Date

2005-07-30

Amended/Reviewed

2010-10-25

2016-11-15

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Materials for Personal Projects

- 1.0 Where a student undertakes a project which will on completion become the property of the student and which uses material of a quantity, quality or kind more expensive than that necessary for the purpose of instruction only, such student shall be required to provide or pay for such material.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

73-12-10

2006-06-07

2011-03-04

2016-11-15

REGULATION

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Materials for Personal Projects

- 1.0 Cash received in the school in payment for projects or materials will be recorded in the school, and a receipt issued to the student. The school will record the receipt and disbursement of all funds in a manner consistent with sound business practice.
 - 1.1 Cash receipt with supporting information will be submitted to the Office Manager, at the Durham District School Board, to be credited to the appropriate school account.

Appendix:

None

Effective Date

71-05-17

Amended/Reviewed

2006-06-07

2011-03-04

2016-11-15

SCHOOL OPERATIONS & EQUITABLE EDUCATION

Music - Elementary Schools

1.0 The Ministry of Education lists the component parts of the Music Program as:

- (a) Creating Music
- (b) Listening to Music
- (c) Performing Music:
 - Vocal
 - Instrumental

1.1 It is the goal of The Durham District School Board that all Grade 7 and 8 students shall have the opportunity to experience both a vocal and instrumental music program as part of the regular day school music education.

Appendix:

None

Effective Date

74-05-13

Amended/Reviewed

85-02-11

2006-06-07

2011-03-04

2016-11-15

Music - Elementary Schools

- 1.0 The provision of an orchestra or band music program as part of the regular music program shall be limited to the grade 7 and 8 levels including split grade 6 and 7.
 - 1.1 On a phased in basis funding shall be made available to provide basic minimum instrumentation for a class of thirty-five (35) students in each school with Grade 8 and/or 7 students.
 - 1.2 The Durham Instrumental Music Curriculum Outline will be the basis for the program.
 - 1.3 The time scheduled for Instrumental classes shall be in accordance with administrative guidelines for time allocation. Preferably classes should be scheduled so that there is a minimum of three instructional periods spread over each week.
 - 1.4 All Board owned instruments and music equipment shall be considered as part of a central inventory.
 - 1.5 A central catalogue of all instrumental music folios available in Durham schools shall be maintained where feasible for information of all Instrumental Music Teachers.
 - 1.6 No instrument or music fee should be charged. Purchase of reeds is an exception.

Appendix:

None

Effective Date

74-05-13

Amended/Reviewed

85-02-11

2006-06-07

2011-03-04

2016-11-15

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE Thursday March 23, 2023 6:30 P.M.

ROLL CALL:

Eva Kyriakides, Association for Bright Children (ABC) SEAC Chair
sensaRAneb Burrell, Autism Ontario – Durham Chapter
Tara Culley, Durham Down Syndrome Association
Hanah Nguyen, Easter Seals Ontario
Rowin Jarvis, Learning Disabilities Association of Durham Region
Elizabeth Daniel, Member at Large
Morgann Cameron, Member at Large
Jennifer McLaughlin, Sawubona Africentric Circle of Support
Kathy Kedey, VOICE for Deaf and Hard of Hearing Children
Vera Mercier, Early Years Consortium – Non-voting member

Trustees: Kelly Miller Debora Oldfield

Staff: Superintendent, Andrea McAuley
System Lead, Conor Jinkinson
Senior Manager Clinical Lead-Social Work Attendance
Carolyn Ussher

Recording Secretary: Lisa Wry

1. **Call to Order:**

SEAC Chair Eva Kyriakides called the meeting to order at 6:36 p.m.

2. **Land Acknowledgement:**

SEAC Chair Eva Kyriakides advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. **DDSB Human Rights & Equity Statement**

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subject to action with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

4. **Welcome Guests:** Anthony Phalen, Vice-Principal Pickering H.S., Shannon Robertson, Principal Westney Hts. P.S. Rema Saati, Vice-Principal Southwood Park P.S.

Regrets: Rowin Jarvis, Kathy Kedey, Hanah Nguyen

Absent: None

5. **Approval of Agenda:**

MOTION: To move Community Concern to earlier in the agenda.

MOVED BY: sensaRAneb Burrell

SECONDED: Tara Culley

That the agenda for March 23, 2023, be approved:

MOVED BY: Trustee Kelly Miller

SECONDED BY: Tara Culley

CARRIED

6. **Approval of the Minutes from February 16, 2023:**

That the minutes from February 16, 2023, be approved:

MOVED BY: Tara Culley

SECONDED BY: Elizabeth Daniel

CARRIED

7. **Staff Reports:**

The district is engaged in a change process for the software used for all special education related processes and documents including I.P.R.C. (Individual Placement and Review Committee) documentation, Individual Education Plans and service-related documents such as consent for service information. The project started July 2022 with planning implementation for 2023-2024 “next year” Identification Placement Review Committee (I.P.R.C.) and all other currently utilized functions transitioning for a full launch for the start of the 2023-2024 school year (the modified school calendars).

Policy into Practice – Reflections and Learnings

The reflection and learning within the transition process, related to our commitments to human rights and equity, continues to be significant through the examination of the ‘why’ and phrasing of each data point/field. The following examples of updates specific to addressing barriers (e.g., negative to asset-based language) or addressing data duplication, as new software is part of the PowerSchool suite, are provided as a sample from the project team and is not a full list of learnings and actions embedded in the software migration:

I.E.P. Information

- Review of student’s strengths and needs has new field for option of including a student’s interests. This is important as the nuances of a student’s current interests supports opportunities for connection and in the creation of personalized learning resources.

Transportation Form

- Change from “non-verbal” to Form of Communication: Verbal, Augmented Alternative Communication (A.A.C.) (Technology, Sign, Picture Exchange Communication System (P.E.C.S.), Multi-Modal or other. This change better aligns with our commitment to an asset focus, addressing ableism (change from norm comparative language) and will

provide information to drivers about a student's communication language. Descriptors designed in consultation with Karen Timm, Chair – NINE.

Statement of Decision

- A new field has been added which lists others in attendance this may include parent/guardian or student as well as any D.D.S.B. clinicians, Settlement Workers in Schools workers, etc. This reminds Special Education Resource Teachers SERTs that students are key participants in the review and should be encouraged to attend.

The team (IT/ISS) experienced significant project material loss including the loss of all servers and work in the development environment during the cyber incident impacting D.D.S.B. systems in addition to a multi-week downtime required for IT Infrastructure to set up new servers for the application. The original plan for all 2023-2024 I.P.R.C.s to be completed in the PowerSchool Student Programs software was not possible. Power T.P.M. (current software) was made available for February I.P.R.C.s for Grade Eight

I.P.R.C. data entered during this period of time, for 1089, is being entered by Inclusive Student Services clerical staff into the new program to ensure that:

- Individual Education Plan (I.E.P.) planning for all Grade Nine students (Fall 2023) is actioned and is directly based on the updated information from the I.P.R.C.
- Data related to students accessing learning through special education programming (I.E.P.) is a full district data set.

Some of the forms, including I.P.R.C. Statement of Decision will have a slightly different formatting within the new software. Where this occurs, communications to accompany the documentation is being developed. For example, shared with SEAC this evening, the student/parent/guardian letter that accompanies the I.P.R.C. Statement of Decision this spring.

Mental Health & Well-being

Well-being, mental health and learning are intertwined in supporting students as we move policy into practice as a district.

The Durham District School Board (D.D.S.B) 2022-2025 Mental Health and Well-Being Action Plan recognizes that good mental health is an important foundation for achievement and wellbeing. The Plan reflects the District's commitment to cultivate the conditions for healthy learning and working environments, where all our students and staff feel they are welcomed and where students in particular are engaged in school life, both in their classroom learning and the larger school; where they know they are valued, seen and heard, where their identities are affirmed, where they belong and know they matter and are connected to adults that care and are present to their lived realities.

Children's Mental Health Week May 1-5, 2023, is celebrated across Ontario and aligns with the work of the Canadian Mental Health Association's national recognition of Mental Health Week. This year District resources have been organized and developed in partnership with Student Senate with support from the Inclusive Student Services team. Together they have developed a variety of events highlighting this year's theme of Mindful of Me: An Approach to Mental Health. Resources are provided to SEAC and will also be shared electronically for sharing within your organizations.

“Shine Green” was initially started by the Canadian Association for Mental Health as an awareness initiative and called on communities to wear green to bring attention to mental health. While no longer a national initiative, the D.D.S.B continues to participate by bringing our school communities together and wearing the colour green. This year we would like to invite the entire D.D.S.B Community to unite on Wednesday May 3rd, 2023, for a Shine Green Day and wear green as a system to symbolically reflect our ongoing commitment to making mental health a priority.

This is our Administrative Report for March 2023

Members had a brief discussion following the Administrative Report

- We have a number of staff members engaging our planning for Children’s Mental Health Week.
- Generally focused on the student/school experience.
- Offering choice to our young people to providing support on all levels
- Asset lens and impact to our neurodivergent learners

Board: Trustee Deb Oldfield shared with SEAC members that Board of Trustees received information: March 6 during a special meeting. Trustees reviewed the response from Trustee Stone regarding sanctions imposed by the Board, the Board voted to uphold the sanctions, March 20, 2023, at the regular Board Meeting Jill Thompson was sworn in as Trustee for the remaining 2022-2026 term – representing First Nations, Metis, and Inuit Communities. The Board was also reminded that Legacy Autism Program was wrapping up and students transition into school.

8. Inclusive Student Service Department Report- March 23, 2023

Updates this month include, but not limited to:

- Mental Health and Well-Being Action Plan – March Focus
- Black Mental Health Week
- Social Work Month
- Right to Read Update
- Special Education Software Transition Update
- Inclusive Culinary Competition Success
- Program Highlight: Transition to Work

Mental Health & Well-Being Action Plan

The DDSB Mental Health and Well-being action plan is a commitment to learn to understand what goes into the everyday conditions that support mental health and well-being. This has fueled our focus on how positive relationships form the foundational conditions that support positive well-being and mental health. In our work towards human rights, Indigenous rights, equity and inclusion, relationships are essential in building affirming and empowering environments for students. Proactively building relationships sets us all up for success.

Our focus for March is on building unconditional relationships through unconditional positive regard. Unconditional relationships are where students are accepted for who they are and not what they do.

March Mental Health & Well-Being Focus

Unconditional positive regard is defined by humanistic psychologists to mean expressing empathy, support, and acceptance to someone. The message of unconditional positive regard is, "I care about you. You have value. You don't have to do anything to prove it to me, and nothing is going to change my mind." Unconditional positive regard is being intentional in recognizing the inherent dignity and worth of every person and treating people with dignity and respect; all which are human rights concepts.

Unconditional positive regard is tied to our duty bearer responsibility to promote and protect rights, to act in the best interests of the students and do no harm.

Black Mental Health Week: March 6-13, 2023

In 2020, the [Black Mental Health Day Act](#) was passed, proclaiming the first Monday in March each year as Black Mental Health Day and Black Mental Health Week is now acknowledged as the first week of March.

This week strives to raise awareness about the historical and ongoing impact that systemic, anti-Black racism has on the mental health and wellness of Black communities.

Social Work Month

Coming out of the global pandemic, social workers are more essential than ever.

Essential to hearing the hardships, pain and sufferings of individuals and communities.

Essential to navigating systems such as those in criminal justice, health, education and employment.

Essential to advocacy that includes centering and prioritizing diversity, anti-racism, and other forms of oppression and marginalization.

School Social Workers are Essential!

We provide:

- School level consultation
- Direct Service to students and families
- Groups for students (AFFIRM, Black Excellence Made Evident (BeMe), Trails to Wellness)
- Crisis Support
- Professional Development

Students and Families can access Social Work Services through their school Administration, Special Education Resource Teacher (SERT), Guidance, or through the 'Button' on the D.D.S.B website home page.

Your Social Worker Gets You

DDSB to the Right to Read – Update

- DDSB interdepartmental discussions have been ongoing concurrent to all stages of the Right to Read inquiry (Teaching Learning, Inclusive Student Services – led through Speech Language, Early Years and Equity)

- 4 schools were engaged in a pilot program to explore structure and method for educator practice shift. The learning from this 2021-2022 pilot program set the foundation for learning in the 2022-2023 school year.
- Speech Language Pathologists and Literacy/Numeracy coaches are supporting learning in schools, through book clubs and additional professional development.
- A Structured Literacy Launch Pad (webpage) provides educators with resources related to effective literacy instruction. The resource is updated regularly.
- Schools and educators are engaging in personal learning. This includes school administrators most recently during the March System Leadership (School Administrators, Senior Managers and Senior Team) with follow up through Family of Schools meetings

Speech Language and Hearing Update

- Speech-language pathologists are joining educators from the Early Years Department to collaborate on practices to support thriving in Kindergarten classrooms
- American Sign Language (A.S.L) interpreters are engaging in professional development discussions to explore how A.S.L is acquired through interpreted language
- The Hearing resource team is engaged in work to compare language and literacy assessment tools and methods
- Speech-language pathologists, hearing resource teachers and other Inclusive Student Services team members have engaged in an Orton Gillingham-based training to further their knowledge of structured literacy practices and are currently using this information as a tool in work with students

Special Education Software Transition

Inclusive Student Services (I.S.S) and Information Technology Services (I.T.S) are working in collaboration to migrate special education processes and forms from our current software to a PowerSchool embedded product.

March Update:

- Launch of the Identification Placement and Review Committee (I.P.R.C) forms in Power School Student Programs was postponed until March 1st to allow for thorough pre-testing. I.P.R.Cs held in February were documented in our current software and will be migrated to the new software.
- Processes are on track for a full launch (e.g., Referrals for Services, Individual Education Plan (I.E.Ps), I.P.R.Cs, resource related processes such as Educational Assistant (E.A) Allocation request) prior to the start of the 2023-2024 school year.

As part of the transition, the project team continues to reflect on practices including use of language and collection of data aligned with our "Policies into Practice" commitment. Shifts made include:

Invitation to I.P.R.C.

- Letter revised to require input of date and form of communication for the I.P.R.C. pre-consultation connection with student/parent/guardian. This change helps to reinforce the importance of voice, choice, and consultation.

Transportation Form

- Change from "non-verbal" to Form of Communication: Verbal, A.A.C (Technology, Sign, P.E.Cs), Multi-Modal or Other. This change better aligns with our commitment to an asset

focus, addressing ableism (change from norm comparative language) and will provide information to drivers about a student's communication language. Descriptors designed in consultation with Karen Timm, Chair – NINE.

Grove (ECPP*) Advisory Committee

The Grove Advisory Committee is comprised of Directors and staff from all E.C.P.P agencies and D.D.S.B Grove support staff including Grove Administrators (Principal/Vice-Principal), Senior Managers Clinical Leads for Psychological Services, Social Work and Superintendent. The Committee meets to collaborate on programs supporting children youth and for updates from the D.D.S.B, impacting all Grove classrooms, to be shared with the partners.

**ECPP: Education Community Partnership Programs – Day Treatment & Academics*

Grove Advisory Committee met most recently on March 1, 2023. Discussion topics included:

- Connection with Director Camille Williams-Taylor
- D.D.S.B Mental Health Leadership Team shared information on service scope, trends within services and invitation for connections in service of youth and families.
- Michelle Ho, Durham Region Health shared strategies within a Comprehensive School Health Plan including: health clinics (identification card access clinics) and launch of online immunization records
- Educator sharing of learning programs within Grove including Inclusive Design Grade 9 Math course, Grade 11 Indigenous Voices course and Skilled Trades program pathways (include Trade Fundamental course in partnership with college)
- Expansion of E.C.P.P with Ontario Shores – Eating Disorder Clinic Day Treatment program, program core and referral pathway

Grove Highlight: Kennedy House

Interest and engagement spiked with the introduction of art design and painting sneakers with the youth at Kennedy House.

Inclusive Culinary Competition

The Culinary Arts department at Uxbridge Secondary School hosted an Inclusive Culinary Competition for students from 15 different schools. All competitors access learning through the Practical Learning Program (P.L.P). The recipes were shared with classroom teams ahead of the competition day. Upon arrival, students were outfitted with personalized chef jackets. The competitors had two hours, working alongside peer mentors, to complete three recipes while being cheered on by a full gallery of family members and support staff.

The day was filled with connections, skills and the smell of delicious creative baking.

Immense gratitude to teacher Dave Brown who created and championed this inaugural competition parallel to students in culinary arts studies.

- Each participant received a chef's jacket with their name embroidered on it as well as an individualized award for the skill they exemplified during the competition.

Program Highlight: Transition to Work

- The [Transition to Work](#) program is designed to bridge between school and successful adult living by providing experiences in various work environments.

- The goal of the program is to develop employability skills and foster independence to support students with special needs to become productive workers with a goal of leading to meaningful, paid employment.
- Through this program placement, students with special education needs can learn, practice, and refine productivity skills and social skills that are essential to participating in meaningful employment, learning more about both themselves and the world of work.
- Each program class, for up to twelve students, is supported by a Teacher and two Educational Assistants.
- There are currently five Transition to Work program classes in the D.D.S.B.

During the height of COVID, work experience placements were a challenge to secure for a number of reasons. We are experiencing a resurgence of work experience placements in the 2022-2023 school year. Students work in a variety of settings which include, not limited to: restaurants, retail, and vehicle dealerships.

Abilities Scholarship – Spring 2023

Presented by Learning Disabilities Association of Durham Region in partnership with the Durham District School Board

The Learning Disabilities Association of Durham Region and the Durham District School Board partner to provide an annual \$1000.00 Abilities Scholarship Award. This scholarship recognizes a D.D.S.B high school student who has a diagnosed Learning Disability and who is continuing studies (Apprenticeship, College or University) in the upcoming academic year. Candidates must be full time high school students during the 2022-2023 school year and be entering first year of apprenticeship, college or university in 2023-2024.

[Abilities Scholarship Award Applicant Information Form](#)

For more information: [Abilities Scholarship 2023](#)

Submissions due: April 28, 2023

9. SEAC Membership Related Items

Ontario Parents of Visually Impaired Children (OPVIC) has sent a letter seeking membership consideration.

- OPVIC would be a great voice around our table.
- At this time OPVIC does not have an alternate and will therefore not be able to proceed with membership.
- The decision was made by members to proceed with the support of OPVIC membership should they be able to provide an alternate.

MOTION: SEAC to make recommendation to the Board of Trustees to approve SEAC OPVIC membership should OPVIC find an alternate

MOVE: Tara Culley

SECONDED: sensaRAneb Burrell

10. Community Concerns:

SEAC Chair Eva Kyriakides brought forward a community concern and asked that a motion be made by SEAC as follows.

MOTION: SEAC has become aware of harm directed at the transgender community in particular, as well as the broader 2SLGBTQIA+ community, that has occurred recently. As a Ministry mandated committee comprised of representatives for associations that support students and families of marginalized students with special education needs, SEAC would like to reiterate our commitment to advocating for school environments that are welcoming, respectful, safe, inclusive, equitable, accessible, and free from all forms of discrimination, harassment, racism, oppression, and harm for all of our staff and students.

SEAC requests that this statement be provided directly to the Board of Trustees at its next Board meeting.

MOVED BY: Tara Culley

SECONDED BY: Elizabeth Daniel

CARRIED

World Autism Awareness Day

- will be recognized on April 2nd, linking with the United Nations commitment to amplify assets and strengths of Autistic voices and those with Autism.
- sensaRAneb Burrell also highlighted the resources shared regarding Autism Awareness Day and the ability to sign up for the Autism Ontario Newsletter.

Legacy Ontario Autism Program (O.A.P.) – Trustee Deb Oldfield shared community concerns regarding the end of the Legacy Autism program. Parents/caregivers have been reaching out to Trustees about students transitioning to public schools.

- An opportunity for us to share with Administrators that there is a Legacy O.A.P. conclusion date of March 31, 2023.
- We refer to lists of consideration for special Education class placement; not waitlists.
- We will link with some of our partners - for children and youth who had full time program funding through the Autism Legacy Program we have not had the privilege of meeting them, because they are often in the community in private schools or settings. The only way we can be made aware of students coming into our schools is when the school is contacted to begin the registration process.
- Home school is always the point of registration and connection
- Our commitment as a district is for student to access in or near the community in which a student lives.
- Working collaboratively with the family to provide the best program in the interest of the student. Ensuring the move to school is as smooth a transition for the student and family as possible.
- Often the school team will visit the child in their current environment to help support a program and transition plan.
- The challenge for some students will be the transition from a more private school setting to the larger public-school environment.

11. **Consultation: SEAC Section of the [DDSB Special Education Plan](#)**

- SEAC members were asked to review any changes needed for the SEAC section of the Special Education Plan:
 - Addressing that the gallery is now virtual and no longer in person should be updated.

12. **Open Discussion Period:**

Planning SEAC Deputation to D.D.S.B Education Finance Committee

- The provincial budget dropped today, not the Ministry of Education budget.
- We have not been in receipt of the Grants for Student Needs (GSN) for the 2023-2024 school year; currently in limbo until the grants are released.
- Hope would be for SEAC to present on the budget, but we do not currently have a budget from the Ministry to comment on.
- At one time we received the information earlier in the school year which allowed the finance department to create a draft budget.
- Mandated for the Board of Trustees to have a passed balanced budget submitted to the Ministry annually by July 1.
- We know where we have current pressures including student mental health support needs.
- Special Education envelope dollars can only be spent on special education.
- There is money allocated for Special Education throughout the board budget, Transportation, and facilities accommodations as examples.
- A letter to Ministry to explain the impact of late GSN budget information may help in future years, the ripple is to programs and services which impact students.
- Tara Culley and sensaRAneb Burrell will be presenting the deputation to the Education Finance Committee

13. **Business Arising from the Minutes:**

- SEAC Survey – Timelines Update
 - Considerations for the pending SEAC survey and how the results are going to be addressed
 - Survey will be live for entries from May 30 to June 15, 2023.
- SEAC Handbook – Subcommittee Update
 - SEAC Handbook was shared February 23, 2023, for input, please review and make suggestions.

14. **Association Reports & Committee Reports:**

- Down Syndrome Association of Ontario: School Transitions
- Autism Ontario: Autism Awareness Day

15. **Correspondence:**

- Avon Maitland DSB-Special Incidence Portion (SIP) Funding
- Near North DSB-SIP Funding

16. Celebrations and Successes:

Tara Culley shared how her youngest son James was able to speak during school announcements about Down Syndrome on March 21 World Down Syndrome Day.

17. Next S.E.A.C meeting – April 20, 2023:

18. Adjournment:

That the meeting does now adjourn at 8:34 p.m. Adjournment called by SEAC Chair Eva Kyriakides

MOVED BY: Tara Culley

SECONDED BY: Morgann Cameron

CARRIED

Report respectfully submitted by:

Eva Kyriakides, SEAC Chair

Table 1- Action Plan

ACTIVITY	RESPONSIBILITY	COMPLETION
Circulate SEAC Handbook	Lisa Wry	February 23, 2023
Gifted Event Timeline	Michelle Crawford-Eade/Lisa Wry	ASAP
Share with Administrators Legacy Date	Andrea McAuley	ASAP



Dates of Significance May-June 2023

May

May 15	International Day of Families
May 17	International Day Against Homophobia, Transphobia and Biphobia
May 18	Mullivaikkal Remembrance Day
May 18	Ascension
May 22	Victoria Day
May 29	Ascension of Bahá'u'lláh
May 28-June 3	National Accessibility Week
May 1-5	Children's Mental Health Week
May 28	Pentecost
May 31	Red Shirt Day

June

June	Pride Month Italian Heritage Month Portuguese History and Heritage Month Filipino Heritage Month Indigenous History Month
June 4	Pentecost (Orthodox)
June 5	Ascension (Orthodox)
June 5	World Environment Day
June 8	World Oceans Day
June 10	Portugal Day
June 16	Martyrdom of Guru Arjan Dev
June 18	Autistic Pride Day
June 18	Father's Day
June 19	United Empire Loyalists' Day
June 19	Juneteenth
June 21	Summer Solstice
June 21	Litha
June 21	National Indigenous Peoples Day
June 24	St. Jean-Baptiste Day
June 27	Multiculturalism Day
June 28	Stonewall Rebellion Day
June 28	Eid al Adha
June 29-July 2	Gahambar Maidyoshem (Zoroastrian)



MEMORANDUM

To: Trustees **Memo: No. 2023:23**

From: Camille Williams-Taylor, Director of Education and Secretary to the Board
 Jim Markovski, Associate Director of Equitable Education
 Erin Elmhurst, Superintendent of Equitable Education

Date: May 15, 2023

RE: Equity and Diversity Advisory Committee Plan

The purpose of this memo is to update Trustees on the status of the **Equity and Diversity Advisory Committee**. The mandate of this committee, sanctioned under the Board's Bylaws, is to make policy recommendations to the Board of Trustees on matters relating to issues of equity. Section 4.5 of the Durham District School Board's (DDSB) Bylaws, March 2022 are provided below for your reference:

4.5 Advisory Committees

4.5.1 There shall be an Equity and Diversity Advisory Committee and an Indigenous Advisory Committee (which shall be referred to as the Indigenous Advisory Circle).

4.5.2 The purpose of these Advisory Committees is to consider any matter within the jurisdiction of the Board that the committee may deem appropriate and to make policy recommendations to the Board. The membership and composition of these committees, as well as the election of a Chair, shall be left to the committee but members shall include at least one Trustee and/or staff member, at the discretion of the Advisory Committee.

Progress to date

The composition of this Advisory Committee is still in its formation stage. To date, staff have invited representation from several community groups across the region. Each group was provided the opportunity to identify a lead representative who will serve as the main point of contact.

The following groups have been invited and confirmed their involvement:

- Durham Alliance Outreach (2SLGBTQI)
- PFLAG Durham Region (2SLGBTQI)
- Durham Family and Cultural Centre (Black Community)
- Congress of Black Women-Durham Region (Black Community)
- Canadian Council of Muslim Women (Muslim)
- Chabad of Durham Region (Jewish)
- Community Development Council of Durham (People experiencing poverty)
- Settlement Workers in Schools (SWIS) Durham (Newcomers)
- Durham Islamic Centre (Muslim; not confirmed)

Next Steps

Staff are developing a plan to launch this Advisory Committee in the fall. The staff who are coordinating the development of this committee will have an initial meeting with the community participants this month. In this initial meeting, they will meet the Chair and Vice-Chair of the Board, as well as the Associate Director and Superintendents who will work alongside until this Advisory Committee is launched in the fall. The purpose of the meeting is to get acquainted, to share the work of the District and the Board and consider the mandate of this committee as envisioned by the Human Rights Policy.

Fall Launch

The goal is to launch the committee in the fall, and identify conventions for the practice of the committee, trustee representation and role of staff support.

The following timelines have been proposed by staff, which we hope will help to define the establishment and launch of the committee. The work of the committee will officially commence in November/December 2023.

Timeline	Action Item
May 30 th 2023	Initial meeting - Introductions - Review the mandate and role of the committee and its members - Discuss roadmap/next steps from June-November
September/October 2023	Training session regarding Indigenous Education Policy and Procedures
October 2023	Training session regarding Human Rights Policy and Procedures
October/November 2023 (2 sessions)	Conventions for the practice of the committee



MEMORANDUM

To: Trustees

Memo: No. 2023:24

From: Camille Williams-Taylor, Director of Education and Secretary to the Board
Patrick Cotter, General Counsel

Date: May 15, 2023

RE: Vetting of Public Presentations and Questions

1. Background

The purpose of this memo is to provide Trustees with the legal framework for the vetting of public presentations and questions in order to provide Trustees with some context as they consider the proposed amendments to the Consolidated Bylaws.

Trustees have received letters and emails from community members regarding the proposed amendment to section 5.13.15 of the Consolidated Bylaws which sets out limits to questions at Board meetings that are contrary to the Board's commitment to the *Human Rights Code*, or the Board's Human Rights Policy or Indigenous Education Policy or Procedures. It has been asserted that the proposed amendments may be contrary to the Charter of Rights and Freedoms and that they fail to balance competing interests under the *Human Rights Code*.

The relevant proposed amendments are found in sections 5.13.5 (c) (re: presentations) and 5.13.15 (re: questions).

2. Legal Framework

The very recent decision of the Ontario Divisional Court in *Gillies v. Bluewater District School Board*, 2023 ONSC 1625, considered a substantially similar issue. The applicant made a request to make an oral presentation related to the flying of the rainbow pride flag. The request was denied by the Board and the applicant (who had previously given a presentation to the Board on the same issue a year earlier) was offered the chance to provide her presentation to trustees by email.

The Board's decision to deny the applicant's request was based on the Board's view that the oral delivery of the content of the proposed presentation would run contrary to the express statutory duties and responsibilities that bind the Board, including the Education Act, the Ontario Human Rights Code, and the by-laws and policies of the Board itself.

The Court dismissed the application on the basis of delay; however, the Court provided its decision on the substance of the application in the event that it was found to be incorrect on the issue of delay.

The Court found for the Board and held that the application should be dismissed. The Court made the following findings in reaching its conclusion:

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- The applicant’s presentation had little to do with whether flying the pride flag was discriminatory to other groups and was instead an attack on the Trans movement.
- Section 169.1 of the *Education Act* creates a duty on every such school board to “promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any ... sex, sexual orientation, gender identity, gender expression ...”, and to develop and maintain policies to promote that goal.
- The Board passed its own Human Rights Policy, stating its commitment to meeting its human rights obligations under the Charter and the Ontario Human Rights Code, and creating an environment free from discrimination.
- While the Board’s bylaws permitted presentations, if the required procedures were complied with, a party had no right to participate or make a presentation, and the bylaws did not require the Board to provide written reasons for scheduling or refusing to schedule a presentation.
- The applicant had previously been afforded the opportunity to make the same presentation one year earlier, and had done so, which the Court found greatly diminished the importance of the issue to the applicant, since her wish to be publicly heard on this issue had already been satisfied.
- The Board acknowledged that its decision to refuse to allow the applicant to make an oral presentation infringed the right to freedom of expression under s. 2(b) of the *Charter*, and that it was necessary to balance the applicant’s rights under the Charter with the Board’s statutory obligations under the *Education Act* and the *Human Rights Code*.
- The Court concluded that the Board’s offer to provide the trustees with a copy of the applicant’s presentation ensured that the applicant’s right to freedom of expression was respected and resulted in minimal impairment to the applicant’s *Charter* rights.

The reasoning and conclusions in *Bluewater* decision confirm the Board’s authority to vet questions in a manner that balances charter rights with the Board’s obligations and commitments.