

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**SPECIAL ORGANIZATIONAL BOARD MEETING**

**MONDAY, DECEMBER 2, 2013 - ROY EDWARDS ROOM**

**7:30 P.M.**

**In keeping with Board By-law Article II, Meetings of Board of Trustees, the Board will meet on Monday, December 2, 2013 at 7:30 p.m. in the Roy Edwards Room for its annual organizational meeting.**

**A G E N D A**

- |    |  |             |
|----|--|-------------|
| 1. | Call to Order                                | Director    |
| 2. | Recording of Attendance                      | Director    |
| 3. | Election of Board Chairperson                | Director    |
| 4. | Election of Board Vice-Chairperson           | Chairperson |
| 5. | Survey Re: Trustee Committee Membership 2014 | Chairperson |
| 6. | Selection Committee                          | Chairperson |
| 7. | Remarks from Outgoing Chairperson            | Chairperson |
| 8. | Inaugural Address                            | Chairperson |
| 9. | Adjournment                                  |             |

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**PUBLIC SESSION**

**RECOMMENDED ACTION - MONDAY, DECEMBER 2, 2013**

<b>REPORT</b>	<b>FYI</b>	<b>Decision Req.</b>	<b>MOTION</b>
1			Call Meeting to order. Roll Call
2		√	That the agenda be approved as printed.
Procedure Ballot Counters & - Scrutineers			Director designates two members of Admin Council to count the ballots. Each nominee may appoint a scrutineer to observe the counting of ballots.
3 Election of Chairperson		√	That Trustee _____ be nominated for election as Chairperson of the Simcoe County District School Board for the upcoming year.
			That the nominations for Chairperson be closed.
DIRECTOR DECLARATION			Director declares Trustee _____ as Chairperson of the SCDSB for the upcoming year.
4 Election of Vice-chairperson		√	That Trustee _____ be nominated for election as Vice-chairperson of the Simcoe County District School Board for the upcoming year.
			That the nominations for Vice-chairperson be closed.
CHAIRPERSON DECLARATION			Chairperson declares Trustee _____ as Vice-chairperson of the SCDSB for the upcoming year.
5 Survey Re: Trustee Committee Membership - 2014		√	
6 Selection Committee		√	That Trustee _____ be elected as the third member of the selection committee, as stipulated in Article II, Item 2.5 of the board by-laws, as set out in Report No. 6, Selection Committee, dated December 2, 2013.
CHAIRPERSON DECLARATION		√	Chairperson declares that Trustee _____ will be the third member of the Selection Committee.
7 Remarks from Outgoing Chairperson			
8 Inaugural Address			
MOTION TO ADJOURN		√	Motion to Adjourn
Future Business			

**SIMCOE COUNTY DISTRICT SCHOOL BOARD  
SURVEY OF TRUSTEE PREFERENCES  
FOR COMMITTEE MEMBERSHIPS FOR 2014**

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Name

**Committee Involvement**

All trustees are expected to attend all Board meetings, Closed Session Committee meetings and all Standing Committee meetings. There is also a legislated requirement for trustee representation on SAL (Supervised Alternative Learning for Pupils) committees and suspension and/or expulsion appeals and hearings. APPENDIX A outlines committee involvement.

APPENDIX B provides a brief description of specific trustee involvement for each committee. In order to balance trustee workloads, it is hoped that each trustee will serve on two mandatory and/or continuing committees, or one in each category.

Please rank your first four choices from **1-4** in order to provide some flexibility for the selection committee. Please **DO NOT** mark with an **X** or  $\surd$ .

**1. Mandatory Committees**

- Special Education Advisory Committee (SEAC) (3 Trustees)
- Parent Involvement Committee (2 Trustees)
- First Nations Ed Adv Com (First Nation Trustee + 2 Trustees)
- Audit Committee (3 Trustees)
- Grievances/Suspension/Expulsions All Trustees
- SAL All Trustees

**2. Continuing Committees/Representatives**

- |   |              |   |                          |
|---|--------------|---|--------------------------|
| ▪ Teacher/Trustee Relations             | - Elementary | (2 Trustees)  | <input type="checkbox"/> |
|   | - Secondary  | (2 Trustees)  | <input type="checkbox"/> |
| ▪ Ontario Principals Liaison Com.       |              | (2 Trustees)  | <input type="checkbox"/> |
| ▪ Accessibility Committee               |              | (1 Trustee)   | <input type="checkbox"/> |
| • Transportation Consortium             |              | (1 Trustee)   | <input type="checkbox"/> |
| • Joint Committee (with Catholic Board) |              | (Chair + 2 Trustees)                                    | <input type="checkbox"/> |
| ▪ By-law Committee                      |              | (4 Trustees)<br>+ Vice-chair                            | <input type="checkbox"/> |
| ▪ Code of Conduct Committee             |              | (Chair/Vice-Chair<br>+ 1 trustee + 1 trustee alternate) | <input type="checkbox"/> |

**Please submit to Lena Robyn by December 6, 2013**

***Student Trustees are not required to complete this form***

### A. STANDING COMMITTEES

<b>HUMAN RESOURCES</b> All Trustees	<b>PROGRAM COMMITTEE</b> All Trustees	<b>BUSINESS/FACILITIES COMMITTEE</b> All Trustees
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### B. MANDATORY COMMITTEES

<b>S.E.A.C</b> (3 Trustees)	<b>S.A.L</b>  All Trustees	<b>FIRST NATIONS ED ADVISORY COM</b> (2 Trustees plus First Nations Trustee) 1 Year Term of Office with the Opportunity for Re-appointment	<b>GRIEVANCE HEARINGS SUSPENSION/EXPULSION APPEALS &amp; HEARINGS</b>  All Trustees	<b>AUDIT COMMITTEE</b> (3 Trustees)	<b>PARENT INVOLVEMENT COMMITTEE</b> (2 Trustees)
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### C. CONTINUING COMMITTEES

<b>ACCESSIBILITY COMMITTEE</b> (1 Trustee)	<b>BY-LAW COMMITTEE</b> (5 Trustees - including Vice-chair of the Board)	<b>CODE OF CONDUCT COMMITTEE</b> (3 Trustees – including Chair/Vice-Chair of the Board)  Alternate
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<b>TEACHER/TRUSTEE RELATIONS ELEMENTARY &amp; SECONDARY</b> (4 Trustees – 2 on each committee)  Elem. –  Sec. –	<b>ONTARIO PRINCIPAL LIAISON COMMITTEE ELEMENTARY/SECONDARY</b> (2 Trustees)	<b>STUDENT TRUSTEES- 2010-2011</b> Brandon Amyot Patrick Whitten Cheryne Winstanley-Hayes  <b>Student Trustee Mentor</b> (appointed in June) (1 Trustee – Michele Locke)
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### D. EXTERNAL/JOINT COMMITTEES

<b>TRANSPORTATION CONSORTIUM</b> (1 Trustee)	<b>JOINT COMMITTEE SCDSB/SMCDSB</b> (2 Trustees plus Chair)	<b>OPSBA DIRECTOR</b> (appointed in April) Michele Locke <b>Alternate</b> (appointed in April) Sue Ley
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**SIMCOE COUNTY DISTRICT SCHOOL BOARD**  
**DESCRIPTION OF TRUSTEE COMMITTEE INVOLVEMENT**

**Public Meetings of the Board and Closed Session Meetings**

These meetings are held on the fourth Wednesday of the month, public session begins at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session. Public session resumes at 7:30 p.m. and normally conclude by 10:00 p.m. With majority consent, the meeting can be extended in 30 minute intervals.

**Business and Facilities Standing Committee**

These meetings are held on the first Wednesday of the month at 6:00 p.m. and normally conclude by 10:00 p.m. With majority consent, the meeting can be extended in 30 minute intervals.

**Human Resources Standing Committee**

These meetings are held on the second Wednesday of the month from 6:00 p.m. – 7:00 p.m. and are public and closed sessions.

**Program Standing Committee**

These meetings are held on the second Wednesday of the month at 7:00 p.m. following the Human Resources Standing Committee meeting. These meetings normally conclude at 10:00 p.m. With majority consent, the meeting can be extended in 30 minute intervals.

**SAL (Supervised Alternative Learning for Pupils) Committees**

SAL meetings are held six to eight times per year and are organized according to secondary schools attendance areas. A member of the community, an attendance counsellor, a superintendent, a trustee, outreach teacher and school administrator meet to review the application of parents on behalf of students under the age of eighteen who wish to be excused from attending school. They are typically held during the day and last about two to three hours. Contact Superintendent Paul Sloan at [psloan@scdsb.on.ca](mailto:psloan@scdsb.on.ca) for more information.

**Suspension and/or Expulsion Appeals and Hearings**

Teams of three trustees meet to hear the appeal of parent's and/or students who have been suspended or expelled from attending one of our schools. These meetings are held as needed; though the timelines are strictly regulated. These meetings are held most often prior to a Board or Committee meeting and are typically an hour and a half in length. Contact Superintendent John Legere at [jlegere@scdsb.on.ca](mailto:jlegere@scdsb.on.ca) for more information.

**Grievance Committees**

Teams of up to two trustees are required as needed to hear the grievance(s) for certain unions. The procedures are outlined in the various collective agreements. These meetings are held as needed, most often on the afternoon prior to a Board or Committee meeting and are typically an hour in length. Contact Superintendent Janis Medysky at [jmedysky@scdsb.on.ca](mailto:jmedysky@scdsb.on.ca) for more information.

**Special Education Advisory Committee (SEAC)**

The Education Act requires each board to establish a SEAC. Three trustees are required to serve as members of the committee. Ten meetings per year are required under legislation. These meetings are usually held on the third Monday of each month during the year. Typically, they begin at 7:00 p.m. and end by 9:30 p.m. Contact Superintendent Chris Samis at [csamis@scdsb.on.ca](mailto:csamis@scdsb.on.ca) for more information.

**Joint Committee (with Simcoe Muskoka Catholic District School Board)**

The Chair, two trustees and the Director meet as needed with members from SMCDSB. The meetings are usually held at the end of the business day. Contact Director Wallace at [kwallace@scdsb.on.ca](mailto:kwallace@scdsb.on.ca) for more information.

**Teacher/Trustee Relations – Elementary and Secondary**

The Trustee/Teacher Relations Committee is established in the first month of the contract year. It meets up to three times per year, at the written request of either party. The purpose of the Committee is to provide a forum for the discussion of topics of interest to either party, which are not in dispute, in order to promote the best possible relations between the Board and its staff. There are two trustee members on each of the elementary and secondary panel committees. These meetings are normally held prior to a Board or Committee meeting. Contact Superintendent Janis Medysky at [jmedysky@scdsb.on.ca](mailto:jmedysky@scdsb.on.ca) for more information.

**First Nation Education Advisory Committee**

This committee's mandate is to ensure high levels of student achievement for First Nation, Métis and Inuit students and to close the gap between Aboriginal and non-Aboriginal students in literacy, numeracy, credit accumulation, graduation rates and advancement to post-secondary studies. These meetings are held four times per year, during the day. The Simcoe County District School Board, Beausoleil First Nation and Rama First Nation host these meetings on a rotational basis. Trustee representation includes the First Nations trustee and two other trustees. Senior staff and participating principals attend these meetings, as non-voting members. Contact Superintendent Stuart Finlayson at [sfinlayson@scdsb.on.ca](mailto:sfinlayson@scdsb.on.ca) for more information.

**Ontario Principals' Council Liaison Committee**

The Trustee Ontario Principals' Council Liaison Committee (elementary and secondary) consists of two principals, two vice-principals, two trustees and one superintendent of education. This committee provides a forum for the discussion of topics of interest to either party, which are not in dispute, in order to promote the best possible relations between the Board and its staff. The committee will meet twice per year or more frequently as mutually determined and are held prior to a Board or Committee meeting. Contact Superintendent Janis Medysky at [jmedysky@scdsb.on.ca](mailto:jmedysky@scdsb.on.ca) for more information.

**Accessibility Committee**

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is to improve Opportunities for people with disabilities. There is one trustee that sits on this committee. The committee meets up to six times per year and are held during the day and are typically an hour and a half in length. The goal is to provide for their involvement in the identification, removal and prevention of barriers to their full participation in society. The AODA requires each school board to prepare an annual accessibility plan; to consult with people with disabilities in the preparation of this plan; and to make the plan public. Contact Superintendent Janis Medysky at [jmedysky@scdsb.on.ca](mailto:jmedysky@scdsb.on.ca) for more information.

### **Parent Involvement Committee**

The Ontario Parent Involvement Policy outlines the requirements for the establishment of a board-level Parent Involvement Committee to work collaboratively with the school board and ensure linkages between parents, the Director of Education and trustees. This investment supports the school board in establishing and working collaboratively with a Parent Involvement Committee, develop strategies for enhancing parental engagement and outreach, particularly with district meetings and inter-school communications. There are two trustees that sit on this committee. This committee meets up to nine times per year from 5:00 – 7:30 p.m. Contact Superintendent Jackie Kavanagh at [jkavanagh@scdsb.on.ca](mailto:jkavanagh@scdsb.on.ca) for more information.

### **By-law Committee**

The By-law Committee will review and update Board by-laws on an on-going basis. This committee meets as required and usually meets in the evening for approximately two hours in length. Members will be comprised of five trustees and the committee will be chaired by the Vice-chair of the Board.

### **Simcoe County Student Transportation Consortium (SCSTC)**

The mission of the SCSTC is to support student learning by providing responsive student transportation in partnership with publicly funded schools, families, bus operators and the community. The Simcoe County Student Transportation Consortium (SCSTC) was originally formed through the amalgamation of the transportation departments and staff from the Simcoe County District School Board and the Simcoe Muskoka Catholic District School Board. It now operates with its own staff and an administrative structure approved by the member boards. The SCSTC is managed by the CEO/General Manager and receives direction from the Board of Directors which is comprised of one trustee, a senior administrative official and a principal from each Board. The Board meets approximately six times per year during the day. Contact Superintendent John Dance at [jdance@scdsb.on.ca](mailto:jdance@scdsb.on.ca) for more information.

### **Audit Committee**

Some of the Audit Committee's primary duties and responsibilities are to oversee the financial management of the Board and its financial reporting processes, identify and monitor the management of the principal risks that could impact the financial reporting of the Board, review and make recommendations to the Board regarding the annual audited financial statements, the audit process and the external auditor's management letters and provide an avenue of communication between the external auditors and the Board. This Committee is comprised of three trustees, two external members, all whom shall be voting members appointed by the Board and the Director of Education and Superintendent of Business will be ex-officio, non-voting members. This committee meets up to three to four times per year prior to a Board or Committee meeting for approximately one and a half hours. Contact Superintendent Brian Jeffs at [bjeffs@scdsb.on.ca](mailto:bjeffs@scdsb.on.ca) for more information.

### **Code of Conduct Committee**

A Code of Conduct Committee is comprised of three individuals, the Chair of the Board, Vice-chair of the Board and a trustee of the Board appointed by the Board. Each year the trustee position and an alternate trustee position for the Code of Conduct Committee shall be appointed by the Board in December, through the recommendation of the Selection Committee. The alternate trustee is used when the circumstance warrants that one trustee is needed to replace the Chair, Vice-Chair or trustee to carry out any of the duties required under this Code of Conduct and Enforcement of the Code of Conduct. In no circumstance shall the trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any formal inquiry into the complaint. Contact Director Wallace at [kwallace@scdsb.on.ca](mailto:kwallace@scdsb.on.ca) for more information.



TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Director of Education

SUBJECT: **SELECTION COMMITTEE**

Article II: Item 2.5 of the By-laws, requires that the organizational meeting of the Board includes a review of board committees and a survey of each member's preferences as to committee membership.

Article II: Item 2.5 of this By-law also stipulates that:

The Selection Committee comprised of three members – the incoming Chairperson, Vice-chairperson and one other member elected by the Board shall seek from board members their preferences regarding committee membership, and shall make its recommendations to the Board for approval at the regular Board meeting in December.

In order for the selection committee to prepare the recommendations for ratification at the Board meeting on December 18, 2013, it is necessary to elect the "one other member" as part of the General Business of the Special Organizational Board Meeting.

**RECOMMENDATION**

That Trustee \_\_\_\_\_ be elected as the third member of the selection committee, as stipulated in Article II, Item 2.5 of the Board By-laws, as set out in Report No. 6, Selection Committee, dated December 2, 2013.

**Respectfully submitted by:**

Kathryn Wallace  
Director of Education

December 2, 2013