

SIMCOE COUNTY DISTRICT SCHOOL BOARD DESCRIPTION OF TRUSTEE INVOLVEMENT

Committee Involvement

All trustees are expected to attend all Board meetings, Closed Session meetings and all Standing Committee meetings. There is also a legislated requirement for trustee representation on the Audit Committee, First Nations Education Advisory Committee, Parent Involvement Committee, Special Education Advisory Committee, Supervised Alternative Learning (SAL) committees and suspension and/or expulsion appeals and hearings.

Regular Meetings of the Board and Closed Session Meetings

These meetings are normally held on the fourth Wednesday of the month. Regular meetings begin at 6 p.m., followed immediately the Committee of the Whole in Closed Session. Public session resumes at 7 p.m.

Standing Committees

There are three Standing Committees (Business and Facilities, Human Resources and Program). The Business and Facilities Standing Committee meeting is held the first Wednesday of every month. The Human Resources Standing Committee and Program Standing Committee meetings are held the second Wednesday of every month. All trustees are members of all standing committees. These meetings begin at 6 p.m.

In order to balance trustee workloads, it is hoped that each trustee will serve on two mandatory and/or continuing committees

Mandatory Committees

Committee	Committee Description	# of Trustees Required for the Committee
Audit Committee	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 of Trustees 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. The Director of Education and Superintendent of Business Services will be ex-officio, non-voting members.	3
Discipline Committee (Suspension and/or Expulsion appeals and hearings)	Three trustees are required for these meetings. The purpose of these meetings is to hear the appeal of students who have been suspended or those who are recommended for expulsion. These meetings are held as needed; though the timelines are strictly regulated. The meetings are held virtually or at the Education Centre, most often during the day, with parent(s)/guardian(s) of the suspended student, the suspended student, the principal of the school, the superintendent of the school and the Associate Director or delegate. We try to schedule these meetings on the same evenings as Board meetings, although that is not always possible due to the aforementioned strict timelines that must be followed. These meetings typically last approximately an hour and a half. A preparation meeting is scheduled 30 minutes prior to the hearing to review the <i>Statutory Powers Procedures Act</i> .	All Trustees

Committee	Committee Description	# of Trustees Required for the Committee
First Nations Education Advisory Committee (FNEAC)	These half-day meetings are held four to five times per school year. The three member groups (the Beausoleil First Nation, the Chippewas of Rama First Nation and the Simcoe County District School Board) host these meetings on a rotational basis. Trustee representation includes the First Nations' representative trustee and two other trustees. Senior staff and participating principals attend these meetings, but are not voting members.	First Nations Rep, 2 Trustees
Parent Involvement Committee (PIC)	These meetings are typically held once per month throughout the school year. The Ontario Parent Involvement Policy outlines the requirements for the establishment of the board level PIC. This committee is to work collaboratively with the school board to build and maintain relationships between parents/guardians, senior administration and trustees. The mandate of the PIC is to: support, encourage and enhance meaningful parent/guardian engagement at the board level to improve student achievement and well-being; provide information and advice to the board on parent engagement; communicate with and support school councils; and, undertake activities to help parents/guardians support their children's learning at home and at school.	2
Special Education Advisory Committee (SEAC)	The <i>Education Act</i> 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 each month during the school year; typically, they begin at 6:30 p.m. and end by 8:30 p.m.	3
Supervised Alternative Learning (SAL)	SAL meetings are normally held six to eight times per year. One joint virtual meeting for all areas will be held each month. A member of the community, an attendance counsellor, a superintendent and a trustee meet to review the application of parents/guardians on behalf of students under the age of 18 who wish to be excused from attending school. SAL Committees typically meet during the day for two to three hours to hear student applications.	All Trustees

Continuing Committees/Representatives

Committee	Committee Description	# of Trustees Required for the Committee
Accessibility Advisory Committee (AAC)	There are approximately five of these meetings throughout the school year. The purpose of the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> (AODA) is to improve opportunities for people with disabilities. The committee advises on the identification, removal and prevention of barriers to their full participation in society. The AODA requires each school board to prepare an accessibility plan; to consult with people with disabilities in the preparation of this plan; and, to make the plan public.	1

Committee	Committee Description	# of Trustees Required for the Committee
By-law Committee	The By-law Committee will review and update Board by-laws on an on-going basis. This committee meets as required. Members will be comprised of five trustees and the committee will be chaired by the Vice-chair of the Board.	Vice-chair, 4 Trustees
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 of Trustees. 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 required when the circumstance warrants that one trustee is needed to replace the Chair, Vice-chair or the appointed trustee to carry out any of the duties required under this Code of Conduct and the Enforcement of the Code of Conduct. In no circumstance shall the trustee who brought forward the complaint of a breach of the Code of Conduct be involved in conducting any formal inquiry into the complaint.	Chair, Vice-chair, 1 Trustee, 1 Alternate Trustee
Equity Advisory Committee	There will be a minimum of four meetings throughout the school year. The Simcoe County District School Board Equity Advisory Committee (EAC) will be comprised of parents/guardians, a trustee and board staff reflecting Simcoe County's diverse communities who advise the Board of Trustees on the review, development, implementation, and monitoring of all policies which support the diverse members of the Simcoe County District School Board community and encourage equitable outcomes, sense of belonging, student achievement and well-being.	1 Trustee
Joint Committee with Simcoe Muskoka Catholic District School Board (SMCDSB)	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. In the past up to three meetings per year have been held.	Chair, 2 Trustees
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 supervisory officer. 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 school year or more frequently as mutually determined.	Elementary/ Secondary 2

Committee	Committee Description	# of Trustees Required for the Committee
Simcoe County Student Transportation Consortium (SCSTC)	The Simcoe County Student Transportation Consortium was 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. The SCSTC is managed by the Chief Executive Officer (CEO) and General Manager of the SCSTC and receives direction from the Board of Directors which is comprised of one trustee, one supervisory officer and one principal from each of the member district school boards. The board of directors of the SCSTC meets approximately six times per year during the day.	1
Sustainability Advisory Committee	There will be approximately four meetings throughout the school year. The Sustainability Advisory Committee will be comprised of internal and external stakeholders, and takes a central role in implementation and review of SCDSB Policy 2325 – Sustainability Policy to meet the board's commitment to the principals of system-based and school based sustainability.	1 Trustee
Teacher/Trustee Relations	The Teacher/Trustee 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.	- Elementary 2 - Secondary 2