

° 8-V) °

k " U

u U

#

U) #
† # #

h

° k U

\

° 7 V o u

V

\ h

°

° # @

) @

8 @ k . " . k
 \ o † o # # O "
 # # \ t @ #) U U
 = u # . k k "
 U k . " 7 # U U

Remembering Our Deceased

May 2020

Let us remember the students, staff, and family members of staff who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

mother of Joanne Di Carlo





Igniting Hope.

Eden Food for Change.

Motion to extend the meeting beyond 11:00 p.m.



A. Routine Matters

Moved by

THAT THE VERBAL REPORT TO THE ADMINISTRATION AND FINANCE COMMITTEE, GOOD NEWS ITEM, BE RECEIVED.

CARRIED

- F. Information/Reports from Committees for Receipt
- G. Informati



MINUTES

Faith and Program Committee Meeting

Tuesday, March 10, 2020, 7:00 p.m.

Board Room, Catholic Education Centre

- D. Delegations

- E. Reports from Trustees for Receipt

- F. Information/Reports from Committees for Receipt
- G. Information/Reports from Administration for Receipt

Moved by

THAT THE REPORT TO THE FAITH AND PROGRAM COMMITTEE, LONG-TERM FACILITIES
MASTER PLAN: DRAFT PROGRAM SURVEY, BE RECEIVED.

CARRIED

Moved by

THE REPORT TO THE FAITH AND PROGRAM COMMITTEE, LONG-TERM FACILITIES
MASTER PLAN: DRAFT PROGRAM SURVEY, BE RECEIVED.

H. Delegation

Moved by

THAT THE DELEGATION TO THE FAITH AND PROGRAM COMMITTEE MEETING, LOTTERY
PROCESS ST. JAMES CATHOLIC GLOBAL LEARNING CENTRE 2020-2021, BE RECEIVED.

CARRIED

I.

CARRIED

Moved by

THAT THE REPORT TO THE FAITH AND PROGRAM COMMITTEE, REVISED POLICY 4.23:
INTERNATIONAL LANGUAGES, BE RECEIVED.

CARRIED

Moved by

THAT THE FAITH AND PROGRAM COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES
THAT REVISED POLICY 4.23: INTERNATIONAL LANGUAGES, BE APPROVED AND ADOPTED,
AS AMENDED.

CARRIED

- J. Notices of Motion -
- K. Additional Business -
- L. Questions Asked of, and by, Board Members

N. In Camera Session

Moved by

THAT THE FAITH AND PROGRAM COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING REGARDING IN CAMERA MINUTES.

CARRIED

O. Rise and Report

Moved by

THAT THE FAITH AND PROGRAM COMMITTEE RECEIVE THE CONFIDENTIAL REPORT OF THE COMMITTEE, REGARDING IN CAMERA MINUTES, AND RECOMMEND ADOPTION OF THE RECOMMENDATIONS SET OUT THEREIN.

CARRIED

P. Future Meetings

Q. Adjournment

Moved by

THAT THE MEETING BE ADJOURNED AT 10:45 P.M.

CARRIED





MINUTES

Special Education Advisory Committee Meeting

Wednesday, April 22, 2020, 7:00 p.m.
Conference Call

- | | | |
|------------|--|---|
| Attendees: | Bruno Iannicca
Leslie Silvestri
Luz del Rosario
Anna da Silva
Myra Del Rosario
Lissette Gaylie
Christine Koczmaro
Heather Bialowas
Celeste Encila
Caroline Huxtable
Laurie-Anne Clark

Thomas Thomas
Nancy Vrbanek
Janice Hatton
Airene Cunanan
Maria Demata
Tim Smith | Trustee - Chair
Learning Disabilities Assoc. of Peel Region, Vice-Chair - Rep
Trustee
Trustee Alternate
ABC Association for Bright Children - Rep
Easter Seals Ontario - Rep
Community Living Mississauga - Rep
Down Syndrome Assoc. of Peel: Caring Network - Rep
Down Syndrome Assoc. of Peel: Caring Network - Alternate
Epilepsy South Central Ontario - Rep
Member At Large, Central Committee for Catholic School Councils
Alternate Trustee
ABC Association for Bright Children - Alt
Autism Ontario, Peel Chapter - Alt
Autism Ontario, Peel Chapter - Rep
Voice/Peel Parents for Hearing Impaired Children - Alt
Canadian Mental Health Assoc./Peel - Rep |
| Regrets: | Dely Farrace | Brampton Caledon Community Living - Rep |
| Staff: | David Amaral
Deborah Finegan-Downey
Cairine MacDonald
Christiane Kyte
Caterina Bova
Sharon Chambers
Jason Pratt
Frances Campese
Debra Lean
Irene Rukavina
Joanne Dean
Yulanda Julien
Kate Hann
Rosanna Comisso
Shannon Pompili Bosco
Sabrina Baiana
Tammie Cameron
Jacqueline Toste | Associate Director, Instructional Services
Superintendent, Special Education and Learning Services
Superintendent, Family of Schools
General Manager, Clinical Services and Spec Education
Principal, Vice Principal Association, Elementary
Principal, Vice Principal Association, Elementary
Principal, Vice Principal Association, Secondary
Principal, Vice Principal Association, Secondary
Chief, Psychology
Acting Chief, Psychology
Chief, Speech/Language/Hearing/Vision
Chief, Social Worker
Chief Supporting Officer, Child and Youth Worker
Coordinator, Diverse Learning Needs
Coordinator, Diverse Learning Needs
Consultant, Assessment/Evaluation/Data
Consultant, Diverse Learning Needs
Consultant, Diverse Learning Needs |

Blair Patterson

Dufferin-Peel Educational Resource Workers' Association

B.

digital, worksheets and hands-on strategies that can be created at home. These are just suggestions for parents who are looking for additional resources and are from other websites outside of Dufferin-Peel and parents should use caution. Phase two had additional supports added and expanded to include: Religion, Virtual Field Trips, Audiobooks, Movement Activities and Podcasts. This is a lengthy document, and questions can be sent to Rosie Della-Spina. Superintendent Finegan-Downey thanked the Special Education and Learning Services Team for their hard work in pulling this information together.

Rosanna Commisso reviewed an extensive document of 26 pages: *Community Agency and Support Status and Response to COVID-19*. There is a need to support families throughout the geographical area of the Board, including Peel, Dufferin, Caledon, Bolton and Orangeville. A user-friendly document was created that contains information and links to community agencies and support related to their current status in response to COVID-19. This will help families to navigate supports and services during school closures and provide additional updates and resources from each agency. The document will be updated regularly to add additional agencies and include updates from agencies. This document was updated as of April 9, 2020 and will continue to be updated as agency status changes or to incorporate other agencies. Bookmarks are marked in different colours, and by clicking a bookmark, it will take you to information about that bookmark. The list of various agencies was compiled by Dufferin-Peel and is not exhaustive. Members can forward input via email to Rosie Della-Spina.

Language, Hearing, Vision. We realize this is something that will be ongoing even after COVID-19 and we plan to have support, but it will be done virtually.

J. Questions asked by Public - NIL

K. Future Meetings

May 20, 2020

June 10, 2020

L. Adjournment

Moved by Christine Koczmaro

THAT THE MEETING BE ADJOURNED AT 8:15 p.m.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 4

MINUTES OF
THE AUDIT COMMITTEE MEETING
FEBRUARY 4, 2020

1. THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, FEBRUARY 4, 2020, BE RECEIVED.

Trustee Anna da Silva was nominated by Trustee Brea Corbet.

In accordance with Board practice, Exee, practie, Exeee

THAT THE REPORT TO THE AUDIT COMMITTEE, AUDIT COMMITTEE PROPOSED TERMS OF
REFERENCE 2020

TERMS OF REFERENCE AUDIT COMMITTEE 2020
(Ontario Regulation 361/10 of the Education Act - requirements of Audit Committees)

CHAIR:	Anna da Silva
VICE CHAIR:	Darryl D'Souza
BOARD MEMBERS:	Darryl D'Souza, Anna Da Silva, Brea Corbet
NON-BOARD MEMBERS:	Kevin Travers (Jan-Mar); Laura Prestia (Apr-Dec) Rory Keilty
NON-VOTING MEMBERS:	Director of Education Associate Director, Corporate Services Executive Superintendent, Finance, Chief Financial Officer and Treasurer Superintendent, Financial Services Internal Auditor

TERM OF OFFICE:

Board Members – appointed by the Board of Trustees annually, up to a 4 year term

Non-Board Members – up to a 3 year term as per

DECLARATION OF CONFLICTS:

As described in _____ every member of the audit committee shall, when appointed to the committee for the first time and at the first meeting in each fiscal year, submit a written declaration to the chair of the committee declaring whether they have a conflict of interest. Also, if a member becomes aware of a conflict after their appointment, they shall immediately disclose the conflict in writing to the chair.

COMPOSITION:

The Audit Committee shall consist of five (5) members comprised of three (3) trustees of the Board and two (2) non-board members of the community. The Board of Trustees will appoint three (3) trustee members to the audit

A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee.

MANDATE:

To assist the Board of Trustees in overseeing and objectively assessing the performance of the Board, its management and its auditors and specific responsibilities for the following activities:

- i) oversight of appropriate accounting practices and financial reporting,
- ii) ensuring internal controls are in place to mitigate financial risk,
- iii) the internal and external audit processes,
- iv) the process for monitoring compliance with federal and provincial laws and regulations,
- v) recommend appointment of the external

D h k
Nil

E Awards and Presentations
Nil

F Delegations
Nil

G Reports from Trustees for Receipt

1. Regular Reports

Nil

2. Good News Items

Executive Superintendent Julie Cherepacha acknowledged that this is the final meeting for Kevin Travers, External Member. Kevin has completed his second consecutive term appointment and according to Regulation 361/10 for Audit Committees, is not able to continue for a third term. Executive Superintendent Julie Cherepacha indicated that it was a pleasure working with Kevin and his six years of commitment and contributions to the Audit Committee have been very much appreciated. Kevin will be acknowledged for his work at the Regular Board Meeting in February.

H Information/Reports from Committees for Receipt
Nil

I Information/Reports from Administration for Receipt

RECOMMENDATION TO THE BOARD



APPENDIX A COMPENDIUM OF SUMMARY REPORTS TO THE MINISTRY OF EDUCATION

Supporting Continuity of Catholic Learning/Business Continuity during COVID-19

March 30 - May 15, 2020

INSTRUCTIONAL SERVICES

- Conducted teacher training in online platforms to build capacity in Distance Continuation of Learning:



- Reviewed priority IPRCs for the above to review with SO of SELS for possible Superintendent approval.
- Curated a large document on the status of Community Agency Supports (collaboration with Support Services, Transition Teachers, teachers in PIP and COM, etc.).
- Investigated access to technology (Google Classroom) through additional platforms i.e. PlayStation and Xbox.
- Investigated potential free online version of Clicker 8 as Clicker 6 is no longer provincially licensed.
- Student SEA Equipment (non-computers):
 - Connected with Itinerant Teachers regarding specific requests they are receiving for access to existing equipment
 - Connected with Itinerant Teachers regarding requests in process / future requests for equipment
 - Explored possible plans/ processes moving forward to support access to existing equipment, equipment that has been submitted but not receiving and future requests
- Special Equipment Amount (SEA):
 - Developed plans for communication to schools and deployment of devices to students
 - Determined essential SEA equipment for students in collaboration with PhysMed teachers and Support Services (i.e. technology, vision equipment, mobility, etc.)
 - Tracked and managed equipment
- Supported resources for Secondary Needs Moderate/Needs Severe - Faith formation, Experiential Learning.
- Updated Community Resources & Supports document (based on feedback from Transition Itinerant teachers).

Research

- Prepared release-to-field, analysis and support of multiple large-scale surveys/data sets in support of all staff, students and families:
 - I. Teacher Survey (approximately 6000 respondents)
 - II. Support Services Survey (over 1000 respondents)
 - III. Parent Survey (over 30,000 respondents)
- Shared survey data at the local (individual school) and syst (i)10.BD75 ((i)10.BD75 ((i)10.1BD75 (d)2.2 (a)0.6 (AMCID

Equity & Inclusive Education

- Created, shared and supported Professional Learning Opportunities in the areas of Equity and Indigenous Education.
- Supported Program and Learning Services virtual instruction.
- Supported Indigenous students through individual conversations and regular monitoring.
- Supported Visiting Elders Program.
- Reviewed program delivery, responsive to changing context and developing needs, via multiple virtual conversations (e.g. via Zoom, via Rvitar, via 2 (a)-7a (in)2. (e)-3 r()10.61 (q)2. (L)-4.9 (e)7.9C20_1 Tf0ET/PTw -6

CONTINUITY OF LEARNING/DISTANCE LEARNING PREPARATION/PHASE ONE MARCH 30-APRIL 3

CORPORATE SERVICES

ICT

- Developing new processes to enable schools to verify and complete OnSiS reporting

Plant Facilities

- Maintenance staff performed inspections and continued to do work orders.
- Permit refunds have been processed for all user groups that were cancelled as a result of the shutdown.

Planning

- P (a28(r)11.1 a p)2.3 alyas (e)-3 ((lt)-3 l (e)-3 i2 (g)Jh2(in)2.6 (v)-5.6 (e)-3 ((e)7.ETail1.3 (3(O)-2 (n a(ie)7 (p)2.2 (le)-3 (

-
- Supply Chain, along with Legal, have notified all tour operators of trip cancellations. Continue to work through refunds from the operators and/or insurers. Dialogue continues to ensure we get the best possible refunds.
 - Financial Systems Support teams working with school administration teams to cancel all remaining food purchase days (pizza, subs, hot lunch, etc.) and field trips. Refunds will be processed from the Online Payment System. However, we are working to find a process for refunds for payments received by cash/cheque.
 -



SUMMARY REPORT TO THE MINISTRY OF EDUCATION

Supporting Distance Learning/Business Continuity during COVID-19

April 6-April 10, 2020

Following is a workflow summary for the Dufferin-Peel Catholic District School Board related to supporting Distance Learning, identified in the DPCDSB as Continuity of Catholic Learning, as well as workflow related to Business Continuity activities.

This following information covers the period from April 6-10, 2020.

**CONTINUITY OF CATHOLIC LEARNING/DISTANCE LEARNING PREPARATION/
PHASE ONE
APRIL 6-10**

CORPORATE SERVICES

Information Communication Technology (ICT)

- Implemented a new Learning Management Solution (LMS)MS solution for Corporate Professional Development training, i.e., for MS Teams, Outlook, Word, etc.
- During the past few weeks, received 945 incidents, 335 service requests and 1301 telephone calls.
- Resolved 1,142 incidents and service requests combined.
- In collaboration with the Program and Learning Services Department, published a secure and easily accessible method to support parents with distance learning.
- Provided various digital platforms to the Student Portal and provided external access to the Program Department to secure SharePoint sites.
- Collaborated with the Program and Learning Services Department to provide options to support students with their mid-term marks, report card options, term date changes, and remote Secondary Scheduling.
- Prepared for deployment of learning devices for students (157 sites visited, and 16,000 devices prepared).
- Doubled the Citrix connections and adjusted policies for Citrix to work appropriately on DPCDSB devices outside our network VPN solution.

Plant Facilities and Planning

- Developed Technology Deployment Protocol
- Distributed surplus protective personal equipment (PPE) to other organizations
- Facilitated the distribution of surplus PPE to other organizations

- Initiated preparations for facilitation of processing of student transcripts on behalf of schools during closure period.
- Received and responded to, or facilitated, responses to emails from students and parents directed to the Communications central mailbox.
- Responded to contacts received through social media direct messaging from parents and students.
- Facilitated modifications to the DPCDSB website to provide clarity of information and navigation for students and parents seeking information about distance education and subsequently Continuity of Catholic Learning.
- Responded to media requests and inquiries.

INSTRUCTIONAL SERVICES

Family of Schools Superintendents

- Responded to parents/guardians and trustees
- Supported school administrators in navigating issues and challenge such as:
 - Vulnerable families
 - Developed plans for technology retrieval

- Supported the development of the three Continuity of Learning resources: *Parent/Guardian Guide*, *Educator Quick Reference Guide*, *Administrator Guide*.

Well-Being, Experiential Learning and Learning Services

- Donated food from school breakfast programs or school activities to local food banks
- Shared School Mental Health Ontario resources to support administrators, teachers and parents in dealing with COVID-19 and their children.
- Distributed additional resources to Elementary Administrators to share with their kindergarten teams, kindergarten teachers and DECEs

S

BUSINESS CONTINUITY PREPARATION/PHASE ONE

APRIL 6-APRIL 10

Plant Facilities and Planning

- Preparation of the Long-Term Facilities Master Plan, enrolment and facilities reports
- Enrolment projections
- FDK flex boundary analysis in relation to available accommodation and staffing
- March 31 enrolment reporting
- Municipal Development Application Reviews
- Review of various agreements (new leased sites, parking agreements, municipal agreements)
- Updates to development applications in SPS enrolment projection software
- Destinations Directory updates
- Due to current situation, the classroom shuttering program has been suspended
- Ongoing planning for the 2020/21 school year

Transportation

- Route planning for September start-up
- Planning for eligibility reassessments
- Call centre implementation planning
- Planning for development of new STOPR website

Financial Services

- Finance has prepared a protocol for access to schools for head secretaries to allow entry to the school office for purposes of processing manual refunds to parents/guardians that may have paid for student events/activities by cash/cheque.
- A Guideline was also prepared to assist Head Secretaries with the process of preparing the manual refunds and other duties while in the school office.
- Payroll has processed payments to occasional teachers that had planned work for the two-week period following March Break.
- Payroll is calculating the payment to all other occasional teachers and casual education workers who are to receive continuance payment for the two-week period following March Break.
-

-

INSTRUCTIONAL SERVICES

Family of Schools Superintendents

-
- Ongoing support of individual community members and groups
 - Continued participation in community-based committees (Region of Peel Systems Round Table, Peel Poverty Action Committee)
 - Maintained Equity-related social media presence



SUMMARY REPORT TO THE MINISTRY OF EDUCATION

Supporting Distance Learning/Business Continuity during COVID-19

April 13-April 17, 2020

Following is a workflow summary for the Dufferin-Peel Catholic District School Board related to supporting Distance Learning, identified in the DPCDSB as Continuity of Catholic Learning, as well as workflow related to Business Continuity activities.

This following information covers the period from April 13-17, 2020.

CONTINUITY OF CATHOLIC LEARNING/DISTANCE LEARNING IMPLEMENTATION/PHASE TWO

CORPORATE SERVICES

ICT

- Deployed 18,000+ devices to students to support Continuity of Catholic Learning.
- Reviewed technology options for providing internet access for 768 students.
- Deployed 700 office printers to support Principals/Vice principals' remote office management.
- Developed processes collaboratively for deploying SPEC-ED Devices directly to students.
- Implemented new process model to support students remotely with devices provided.

Planning and Operations

-

INSTRUCTIONAL SERVICES

Families of Schools

- Organized Reading Recovery teachers and how they will connect and continue working with their students through distance learning.
- Released slide deck for HPE Curriculum.

Experiential Learning

- Culled/shared of e- g0 4(a)2.1 (9 (y w)91 (nc)6.0 4(a) (ng)6.1 (1 (e)9 (

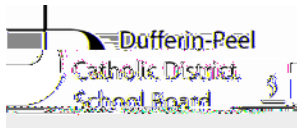
- Ensured seamless transition of student information between SSP staff when staffing changes occurred in schools during this period of closure.
- Participated in return to work meetings for staff as required by Health Promotion and Wellness and implemented necessary accommodations for staff appropriate for the new working context.
- Participated in professional webinars on telepractice, virtual intervention and assessment procedures, trauma, and the anticipated impacts of a pandemic on children and families.
- Provided direct support, counselling and intervention to students and families via telepractice (i.e., telephone or video- conferencing).
- Consulted with educators, administrators and staff from other SSP groups regarding student needs.
- Participated in Google Classroom and other teacher-led online learning opportunities for students to provide universal “good for all” supports, resosorrmood(e)9.1f1TJ0 Tc 0 Tw (.8 (e)9(u)9.)1.9 (v)-0yJ0pt4.1 (oo12 (r)mi8mt55ng7uC /C2

BUSINESS CONTINUITY IMPLEMENTATION/PHASE TWO

CORPORATE SERVICES

Planning and Operations

- Enrolment projections.
- FDK flex boundary analysis in relation to available accommodation and staffing.
- Provided March 31 enrolment reporting update.
- Municipal Development Application Reviews.
- Reviewed various agreements (new leased sites, parking agreements, municipal agreements).
- Updated development applications in SPS enrolment projection software.
- Updated Destinations Directory.
- Due to current situation, the cla1 (t)2.6.2 (n)-6.1 (Re p(t)2.6Pt)2(nt)2.7 (hu (n,)2 pda)2.1 (t)26.2 (n) (t)2.7 (i)5 (nt)2.7 (pr)4.6(i)5



SUMMARY REPORT TO THE MINISTRY OF EDUCATION

Supporting Distance Learning/Business Continuity during COVID-19

April 20-April 24, 2020

Communications & Community Relations

- Produced weekly Director's Webcast
- Created and/or distributed Community Information Bulletins on Public Budget Consultation, Holy

-

Program and Learning Services

- Continued priority development of a Board document on assessment and evaluation to support learning in a virtual environment.
- Continued the development and execution of interactive PD sessions responding to teacher priorities.
- Metrics of live assessment and evaluation sessions: approximately 275 teachers participated this week.
- Continued to work to support curriculum requests, sourcing on-line resources, coordinating with finance purchase requests from program (Library services).
- Continued priority acquisition of e-novels to support transition to continuity of learning.
- Continued to support newcomers through multicultural settlement workers, ensuring all families have access to technology.
- Developed reporting mechanism for midterm submission marks in conjunction with ICT, supported guidance departments with execution of reporting session.
- Collaborated with Special Education team to ensure inclusion of Grade 12 PIP students in reporting process.
- Initiated process for final elementary report cards.
- Collaborated with Principal of Continuing Education regarding reporting process, international





-

- Provided ongoing support of the Visiting Elders Program. Continued with identity-based data collection (student census) development and consultation.
- Participated at community tables (Region of Peel, Black Community Action Network, Children's Aid Society).
- Conducted ongoing department operations.

Adult/Continuing Education

- Implemented and analyzed learner community survey leading to increased enrolment and new course60f007819.9 (0 T



SUMMARY REPORT TO THE MINISTRY OF EDUCATION

Supporting Distance Learning/Business Continuity during COVID-19

April 27-May 1, 2020

Following is

- Continued to engage with HR SOs at other Catholic School Boards to work on consistency in Human Resources practices during the closure period (Human Resources Superintendent).
- Continued development of guideline for safely working from home and best practices for ergonomic safety (Health and Safety).
- Connec wo(e)-6 f2.8 Tm (s)-4.3 (o)-4.3 (u)-0.8f2.8 TmE S0.8P[D]8.9 (o)-4.8P[D]8.9r(o)-1. (s)-4.3v[D]511 (w)-3.1d(u)-0.8

- Focused on the continued duty to report, despite our circumstances, and the process given distance learning.
- Shared the module on self-care during COVID-19. This was presented to the child and youth work

Religious Education

- Held two sessions per week of the following session: Planning and Teaching Online Religion Using Growing in Faith, Growing in Christ K-3, 4-8.
- Monitored the feedback received from weekly sessions to modify and develop sessions being offered.
- Checked on PDFs posted on Google classrooms to be sure they are copyright compliance.

Chaplaincy Leaders

The ministry of our chaplains in supporting the spiritual needs of their school communities in collaboration with the leadership of the school principal has been an important facet of the DPCDSB's transition to distance learning for our students. Each chaplain serves a unique community in a distinct manner to help our students and staff realize the full potential of the gifts God has blessed each member of our community with.

Of paramount importance is their work in elevating Catholic Education Week and its 2020 theme of "Igniting Hope", with the materials provided by OCSTA. Through the leadership of the chaplain and

- Continued work on the implementation of a budget development software for enhanced reporting and transparency (Budget department).
- Worked on the strike savings and costs incurred reporting to the Ministry that reflects the experience at DPCDSB during union sanctions and strike days (Finance staff).
- Participated in professional development opportunities (Financial services).
- Engage daily with senior business officials at other school boards across the province to problem solve and ensure consistent approaches are in place at all boards (Finance Superintendent and Executive Superintendent).

HUMAN RESOURCES AND EMPLOYEE RELATIONS

- Resume some workplace investigations, experimenting with different methodologies (Employee Relations).
- Met with Labour Counsel to prepare for upcoming arbitrations 8 (t0.7 (E)0.7m (t)-6 p(r u)26 ()-3.6 6 u)2y (e)JJ---3 (A)

COMMUNICATIONS & COMMUNITY RELATIONS

- Produced weekly Director's Webcast
- Created and distributed Community Information Bulletins on Catholic Education Week.
- Created and distributed Catholic Education Week media release. Posted all distributed materials to DPCDSB website and shared through DPCDSB social media platforms.
- Supported online registration (Admissions).
- Supported processing of Student Transcript requests (Admissions).
- Compiled DPCDSB Workflow report for Ministry of Education.
- Promoted and supported Catholic Education Week through school and public communications and management of social media campaign specific to Catholic Education Week.
- Provided ongoing support for trustee communications, i.e., newsletters, briefing documents, media updates.

INSTRUCTIONAL SERVICES

PRINCIPALS

- Worked with ER and HR to address staff performance issues.
- Addressed discipline issues, including conduct investigations and issuing suspensions, as warranted.
- Connected with families regarding September registration and admissions processes.
- Hosted and prepared for Case Conferences and Team Meetings.
- Conducted daily meeting/connecting with school secretarial staff.
- Worked with school social worker in support of families in shelters.
- Prepared school liturgies for staff meetings.
- Reviewed and finalized preliminary Staffing plan

- Accessed Professional Development opportunities from our board and other providers.
- Collected data on student achievement and addressing failing grades.
- Completed required paperwork for a variety of initiatives.
- Called staff for a weekly personal check-in, particularly those who are dealing with illness and/or loss in their personal lives.
- Connected regularly with custodial staff to check on wellbeing and any issues arising in the school plant.
- Forwarded email and information messages from central board staff to teachers and school staff, as appropriate.
- Prepared Catholic Education Week materials to be shared with communities via virtual means.
- Maintained the school twitter account including sharing board, Ministry and Archdiocese announcements
- Met with Department Heads, VPs, School Staffing Advisory Committee and Graduation Committee.
- Met with Guidance Department staff and Guidance Department Head in preparation for scheduling and timetabling.
- Updated all Social Media avenues including Instagram and school Webpage.
- Reviewed school budget with secretary and preliminary planning for standard supply orders
- Led weekly on-line staff liturgy.

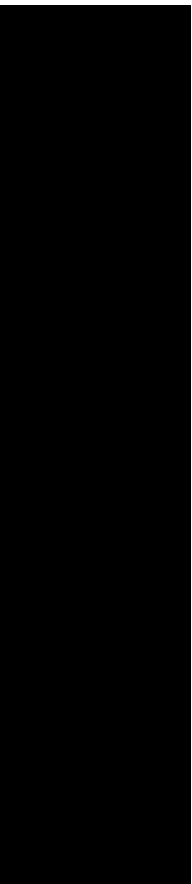
FAMILY OF SCHOOLS SUPERINTENDENTS

- Consolidated and co-ordinated ShareLife school campaigns.
- Planned and assisted in Catholic Education Week Masses and events/activities.
- Worked with

- Attended twice weekly Senior Management meetings.
- Attended weekly Instructional Services meetings
- Participated in Director's Webcast.
- Supported principals in replacing staff on leave and communication to communities.
- Created Microsoft Forms to survey needs of the FOS Administrators and provide support/PD as necessary.
- Collaborated with ICT to provide Professional Development for Administrators on TEAMS Meeting platform.
- Met with Admissions regarding GAP 105 and online registration.
- Met with student senate and student trustees.
- Connected with student trustees and provided answers to their questions.
- Worked with student trustees on report for the Faith and Program meeting.
- Attended the Joint Health and Safety Committee meetings.
- Referred staff to Homewood Health Employee Assistance Program, as appropriate.

SPECIAL EDUCATION AND LEARNING SERVICES

- Developed and released Phase II Professional Learning Modules for ERWs and Teachers, modules including:
 - Applied Behaviour Analysis (ABA) for All:
 - Data: Tracking Progress
 - Prompting
 - Reinforcement
 - Building Independence
 - Technology for All
 - Bits board
 - Claro Sentences App
 - Clicker Sentences App
 - Accessing Google Classroom Through PlayStation
 - Students with Physical Medical Needs
 - Professional Learning Module
- Continued to connect with other departments (ICT, Record Management and Special Education and Learning Services Departments) to develop and coordinate Guidelines for IPRCs, transition meetings and case conferences.
-



-
- Attended the webinar by School Mental Health Ontario to receive direction on Mental Health Strategic Planning and Development.
 - Attended association meetings including the Ontario Psychological Association and Ontario Association of Attendants (n)13 (h)2.3 36-1.217 Td[(n)13 (h)2.3 36-1.217 Td(890.008 Tw 0 -6et3(i)8.1 (c)1 81Cr

- Discussed Experiential Learning Grant funding and supporting the system through the grant process with Secretaries, Admin Assistants, Finance, Purchasing, Grants.
- Discussed support for transitions with Student Success, Special Education and Guidance.
- Created System Weekly Updates re: Virtual Post-Secondary Transitions, Experiential Learning PD, Community Partner e-resources K-12.

Early Years / Literacy

- Conducted Literacy Planning Q & A – Primary and Junior offered.
- Engaged in Literacy Planning Q & A – Intermediate being planned.
- Engaged in Research & planning for Digital Reading Strategies PD – Secondary.
- Planned LLI Support for elementary teachers.
- Planned Reading Assessments for elementary teachers.
- Planned Elementary Teacher Librarian Q & A.
- Engaged in Formative Assessment in KG.
- Communicated with Guelph Humber about student placements currently in our schools.
- Met with Pearson to discuss Fountas & Pinell Levelled Literacy Intervention online resources, BAS app and online course *Looking at Learning: The Practice of Pedagogical Documentation*.
- Met with Nelson to discuss online Reading Assessment offerings, PM levelled books via Cengage and Many Gifts Grade 1 – 6 online resources.
- Met with Scholastic to discuss Mind Up, SOAR and Lit Pro Library as possible purchases for elementary educator support in reading assessments and social and emotional well-being
- Reviewed Pearson’s online course

38)qCC6qL6t3cD-Yv0CBAu69;34"9#890xevW (cum)-3 (u)2.3 ()-.3 -1.9 (at)-2/M s oadh62.1 eo-

- Undertook implementation and analysis of learner community survey leading to increased enrolment and new course offerings.
- Redesigned online registration form for Term 6 as a result of survey data provided by Research Department.
- Consulted with Finance to complete program projection expectations for next academic year.
- Undertook ongoing review and revision of learning materials for distance learning.
- Undertook ongoing work to transition all sectors of the department to on-line r

- Prepared



WELL-BEING EXPERIENTIAL LEARNING AND LEARNING SERVICES

Well-Being

- Explored mental health and well-being priorities for the annual Action Plan for 2020-2021 that factor in the influence of COVID



HUMAN RESOURCES AND EMPLOYEE RELATIONS

- Resumed some workplace investigations, experimenting with different methodologies.
- Met with Labour Counsel to prepare for upcoming arbitrations.
- Facilitated new timeline for the annual staffing process for the allocation and distribution of ERW staff and DECE staff.
- Posted the first round of ERW positions for September 2020.
- Continued to support the placement of administrators.
- Worked with both OECTA Presidents to develop modified timelines for the annual staffing process for each panel. In addition, the preparation for staffing for September 2020 is being resumed this week with the full support of the association.
- Continued to implement Professional Learning; searching out and providing opportunities to staff for on-line training and skill enhancement.
- Continued to engage employees in the return to work process.
- Collaborated with the program department on updating and reminding the system regarding copyright issues and the fair dealings guidelines.
- Established new dates to continue to bargain a new local collective agreement with our CUPE local 2026 group and with our CUPE Local 1483 group.
- Human Resources staff are well underway with teacher staffing for the 2020-2021 school year understanding that our enrollment may be a moving target.
- Initiated background data clean-up on our attendance management systems in preparation for next academic year.
- Brought the OCEW central deal to ratification and had their local bargaining mandates approved for OPSEU, DPEU, DPSU and DPOT.
- Began to resume local grievan



- Elevated Catholic Education Week.
- Continued resource review of curriculum and resources from a Catholic lens.
- Prepared Board report.
- Celebrated Catholic Education Week through virtual attendance at Cardinal's mass for education.
- Attended the Board of Directors meeting for the CCC.

POLICY, STRATEGY AND GLOBAL LEARNING

- Conducted ongoing Review of Policy Processes, Timelines and Listings in preparation for 2020/2021 School Year Cycle, with/through Research Team.
- Provided ongoing support of Schools, Families of Schools and System, through numerous conversations and interactions with Corporate and Instructional Departments (e.g., Assessment and Evaluation; Technology Support and Deployment).

RESEARCH

- Facilitated ongoing development and roll-out of distance learning feedback forms from students, educators, parents/guardians, and administrators.
- Provided analysis and reported on budget consultation process.
- Provided analysis and reported on the Middle Year (d)5.16,-0.0B3ossmr5(M)-1.7.6 (11 0 Td (an)2 Tc -10.5 (o).1)1p4s76

- Participated

- Supported Services Personnel (SSP) (Psychology, Social Work, Mental Health Work, Speech-Language Pathology, Child and Youth Work, and the Multidisciplinary Team) celebrated Catholic Education Week by engaging in faith-based and Catholic community building activities.
 - General Manager and Chiefs of Service met weekly to coordinate direction across the Support Services Personnel (SSP) groups.
 - Provided an overview of accountability tools used by SSP groups during the school closure period to the Superintendent and Associate Director of Instructional Services.
 - Highlighted the importance of self-care for staff and students and shared resources from School Mental Health Ontario in recognition of Mental Health Week.
 - Provided clinical consultation to individual staff related to student/family needs.
 - Provided clinical supervision to unregulated staff, per Regulatory College requirement.
 - Collaborated with Principals and Special Education Consultants to address parent concerns.
 - Attended the Catholic Education Week mass with Cardinal Collins and shared Catholic community
-



SUMMARY REPORT TO THE MINISTRY OF EDUCATION

Supporting Continuity of Catholic Learning/Business Continuity during COVID-19

May 11-15, 2020

-
- Prepared school office staff for another opportunity to be in the schools to complete manual refunds and prepared cheque payments to ShareLife and use of breakfast club funds
 - Analyzed financial considerations required for return to schools and start-up, including procurement of supplies and services, technology replacement or renewal, staffing costs and health and safety requirements
 - Continued to work through prom and graduation act.511 0 Tegemt.511 0 Tens xAdodatdc73 1 r4rr7dqrda,ts

- Worked on ongoing troubleshooting regarding issues with technology Student SEA equipment computers and non-computers (ongoing)
- Worked with multi- departments to organize new SEA equipment requests for students
- Facilitated ongoing troubleshooting regarding issues with technology and handling ongoing support for Heat Tickets for the system.
- Continued to update Community Agency & Support -COVID 19 by review.4 (n) (o)-g 1.4 3 (d)1bsmatvmsosq1 (w2 To

SENIOR MANAGEMENT TEAM AND BOARD/COMMITTEE MEETINGS

In addition to the above workflow activities and many additional sector-related meetings, senior management personnel, other system leaders and trustees met virtually on an ongoing basis. A sampling of these meetings included:

May 11

- Senior Management Council – TEAMS
- Director’s Webcast

May 12

- Administration & Finance Committee - ZOOM

May 14

- Director’s Webcast

May 15

- COVID-19 Planning Table

BUSINESS CONTINUITY WORKFLOW SUMMARY

May 11-15, 2020

CORPORATE SERVICES

ICT

- Upgraded Student Information System (SIS) to address OnSiS new requirements
- Designed a solution to securely deliver [encryption] report cards for ConEd and regular schools.
 - Phase 1: Con-Ed
 - Phase 2: Elementary/Secondary
- Provided online solution in final phase of development for Corporate GF310 reqke13.1 (o)-6.Tf-0. (1)-4.t0.001 Tc -0.0



Special Education & Learning Services

- Continued to liaise with Family of Schools Special Education Consultants to gather data, refine the process, and address any issues that arise regarding IPRC requests
- Continued coordination of a

-
- Conducted weekly meetings with the Indigenous Student Council
 - Facilitated ongoing support of all Indigenous students through individual conversations and regular monitoring
 - Facilitated ongoing support of the Visiting Elders Program (over 200 students to date have participated)
 - Undertook daily review of program delivery, responsive to changing context and developing needs, via multiple virtual conversations with Administrative and broader team
 - Continued facilitation of identity-based data collection (student census) development and consultation
 - Participated at community tables (Region of Peel, Black Community Action Network, Children's Aid Society)
 - Continued targeted support for students in the Black community through the work of the Black Graduation Coach
 - Targeted support for students in the Black community through the partnership with the Black Youth Student Success Initiative (BYSSI)
 - Continued communication with the DPCDSB Indigenous Education Committee
 - Continued communication and planning with community partners (e.g. Riverwood)
 - Provided communications support including Equity updates, social media presence
 - Facilitated consultation regarding equity issues at individual schools
 - Participated on Committee focused on protocol for Student/Parent Access to Schools
 - Conducted anti-Black



PROCEDURAL BY-LAW

Revised: May 12, 2020
Next Review Date: August 2020

PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the Education Act which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committee's generally or any particular Committee, the procedures set out in this By-law shall apply to all Committee's, with necessary modifications.

ARTICLE 1 RULES OF ORDER

1.1 Rules of Order: The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of Robert's Rules of Order. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of Robert's Rules of Order applies to that matter.

1.2 Section 388.99 Tm[(Tr)-3(u)-4(st)-3(e)8(es 0 C
: This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, Section 388.99 Tm[(Tr)-3(u)-4(st)-3(e)8(es 0 C

- d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
- e) 49195 Edige 21 001 340 1 144 021659.74 Term (Term of the Board) Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the

- g) convey the decisions of the Board of Trustees to the Director/Secretary;
(s.218.4(f))
- h) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.

Dufferin-

the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.3 Committee Membership: The Board of Trustees shall appoint the chair and members of each Standing Committee. All persons appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees resources are dedicated to support its work.

3.4 Committee Procedures: Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committee's generally or any particular Committee, the procedures set out in this By-law shall apply to all Committee's, with necessary modifications, subject to the following:

a) All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.

b) The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)

c) At the Annual Organizational Meeting, the Board of Trustees shall elect Trustees as chair and vice-chair of the Standing Committees (excluding the Audit Committee), one of whom shall be responsible for reporting the Committee's activities to the Board of Trustees at the next meeting of the Board of Trustees (yearly).

ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION

Dufferin-

5.4 Agenda for Regular Meeting: The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows (s.218(4)):

a) Routine Matters

1. DPCDSB Mission Statement
2. Call to Order and Attendance
3. Acknowledgement of First Nations' Sacred Territory
4. Singing of National Anthem
5. Opening Prayer
6. Approval of Agenda
 - i)

p) Adjournment

For clarity, the Agenda and order of business for In-Camera meetings will normally be as follows:

a) Routine Matters

1. Approval of Board of Trustee In-Camera Minutes
2. Business Arising from the In-Camera Minutes of the Meeting of the Committee of the Whole

b) In-Camera Reports from Trustees for Receipt

c) In-Camera Updates/Information/Reports from Committees for Receipt

d) In-Camera Updates/Information/Reports from Administration for Receipt

e) In-Camera Trustee/Committee/Administration Reports Requiring Action

f) Notices of Motion

g) In-Camera Additional Business

h) Questions of an In-Camera nature asked of, and by, Trustees

i) Declared Interest Items

j) Rise from In-Camera Meeting

5.5 Adding to Agenda

a) Prior to the Meeting: At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.

b) At the Meeting: A Trustee may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting.

c)

the meeting in order for the Board of Trustees to comply with the legislative requirements. (O. Reg. 463/97).

- 5.10 Physical Attendance and Access not Required in Specific Circumstances: Notwithstanding anything to the contrary, and Pursuant to O. Reg. 42/20, the requirements under Section 5.9 of this By-law for Trustees to be physically present at

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

6.6 Process to Meet In-Camera as Committee of the Whole: When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“ THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of []”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“ THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [] and recommend adoption of the recommendations set out therein”.

6.7 Confidential Nature of In-Camera Materials: All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

6.8 Minutes of In-Camera Meetings: Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, , provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

- 6.9 Student Trustees: Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the .
(s.55(5))

ARTICLE 7
DELEGATIONS AND SUBMISSIONS

- 7.1 Delegations and Submissions: The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:
- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
 - b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.
 - c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order, or may require that the delegation be reconvened in-camera.
 - d) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
 - e) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations

circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- f) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- g) Delegations deviating

ARTICLE 8
BY-LAW AMENDMENTS

8.1 By-law Amendments

ARTICLE 9
INDEX

- 9.1 In this By-law, unless the context otherwise requires, the following definitions apply:
- a) "Agenda" means a list of items that are to be discussed at a meeting of the Board of Trustees.
 - b) "Annual Organizational Meeting" means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
 - c) "Applicable Laws" means the _____, this By-law, the _____ and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
 - d) "Board and Committee Information Officer" means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer's books).
 - e) "Board of Trustees" means the Board of Trustees of the DPCDSB.
 - f) "Business Day" means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays
 - g) "By-law" means this procedural by-law of the DPCDSB.
 - h) "Chair" means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
 - i) " _____ " means DPCDSB Policy No. 1.02 entitled " _____ " (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the _____ .
 - j) "Committee" means any committee of the Board of Trustees established in accordance with this By-law.
 - k) "Committee of the Whole" means a meeting of the Trustees that is not a meeting of the Board of Trustees.
 - l) "Director/Secretary" means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary's designate where the context requires.
 - m) "DPCDSB" means the Dufferin-Peel Catholic District School Board.

n) “

APPENDIX B – OBTAINING THE FLOOR

- 1.1 Obtaining the Floor. Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to spe

- 1.4 Motions to be Seconded. Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 Request to Read Motion. A

B. SPECIFIC MOTIONS

C. VOTING

- 1.1 No Further Debate: After the Chair has put a question to a vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be final.
- 1.2 Trustee Participation: Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the _____ and/or the _____, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the _____. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.3 Student Trustees: While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to
 - (a) submit a report for receipt by the Board of Trustees;
 - (b) request that a voting member of the Board of Trustees bring a specific motion;
 - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
 - (i) A recorded non-binding vote that includes the Student Trustee's vote; and

- (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted and counted;
- (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
- (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.

For certainty, votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.

- 1.6 No Further Debate. After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.



**GAP
GENERAL ADMINISTRATIVE PROCEDURES**

SECTION:	700 FACILITIES, EQUIPMENT, FINANCE
GAP NUMBER:	715.00
SUBJECT:	NAMING OF PORTION OF FACILITY OR BOARD PROPERTY (i.e. wing, theatre, room, gym or field)
REFERENCE:	Policy 6.48, Naming of Portion of Facility or Board Site

REPLACES:	NEW
PAGE	1 of 2

*“Seek advice from every wise person and do not despise any useful counsel.”
(Tobit 4:18)*

BACKGROUND

A portion of a Board facility or Board property (i.e. a wing, theatre, room, gym or field) may be named in accordance with Catholic tradition, or an exemplary Catholic person of local or historic significance.

The naming of a portion of a Board facility or Board property will be undertaken through the following process:

1. The Associate Director of Education – Corporate Services, on behalf of Executive Council, will be responsible for managing the process in the naming of a specific portion of a Board facility or a Board property (i.e., a wing, theatre, room, gym or field).
2. All requests for recommending/proposing the naming of a specific portion of a Board facility or Board property (i.e., a wing, theatre, room, gym or field), shall be forwarded to the Associate Director of Education – Corporate Services. Such requests may be received from the Catholic community, including the Pastor(s) of the area, school administrators, members of the Catholic School Council(s), students, etc.

Requests will be received in a memo, letter, or report format, indicating the local historic significance of the Catholic person being recommended/proposed.

3. The Associate Director of Education – Corporate Services will convene a meeting of the following:
 - a) The Trustee(s) who represents the area or part of the area from which the Board facility or the Board property draws students;
 - b) The Superintendent of the appropriate Family of Schools;
 - c) The Principal or designate;
 - d) A member of the Catholic School Council;
 - e) Others as deemed appropriate by the Associate Director of Education – Corporate Services or by the local Trustee(s).

4. Subsequent to the meeting convened, the Associate Director of Education – Corporate Services shall report the recommendations to the Board, for approval by the Board of Trustees.



Œ] !ã|ÁFHÉÁG€G€Á

Öæ!ÁÓ [æ!ãÁ [-ÁV! ~ •c^^•ÉÁ

ŒcÁÙcÉÁÒ|ã : æà^c@ÁÙ^c [} q•ÁÙ&@ [[|ÁÔ [~ } &ã|Á T^cã } *Á [} ÁØ^à! ~ æ! ^ÁG€^ÉÁæ|Á { ^ { à^!•Áç [c^ãÁ ~ } æ } ã { [~ •|~Áã } Áæ*!^^ { ^ } cÁc [Ác@^Á } æ { ã } *Á [-ÁÙ^c [} Á|ã!æ! ^Áã } Á@ [] [~ !ÁV^!•æÁÓã•• [|æÁ

V^!•æÁ , æ•ÁæÁã^ã&æc^ã^ã~&æc [!Á , @ [Á , æ•Á , äc@Ác@^ÁÖÜÖÜÓÁ•ã } &^Áà^& [{ ã } *ÁæÁc^æ&@^!Á ã } ÁFJì JÉÁÙ@^Á•] ^ } cÁc@^Á { æb [!äc^Á [-Á@^!ÁGìÁ^~æ!•Á [-Á•^!çã&^ÁæcÁÙcÉÁÒ|ã : æà^c@ÁÙ^c [} ÉÁ V^!•æÁã^ã&æc^ã^ã@^!Á&æ!^^!Ác [Á@^!] ã } *Á&@ã|ã!^ } Á|~æ! } Ác [Á!^æãÁæ } ãÁ , !äc^ÉÁÙ@^Á , æ•ÁæÁç^!~Á •c! [] *Á•~] [!c^!Á [-Ác@^Á•&@ [[|ÉÁ|æãã } *Á } ~ { ^! [~ •Áà [[\Á&| ~ à•ÉÁ&@^••Á&| ~ à•ÉÁc!æ&\Áæ } ãÁ -ã|ã^ç^ } c•ÉÁæ } ãÁc [[Á { æ } ^Á [c@^!Á^çc!æ&~ !!ã&~ |æ!Áæ&cãçãcã^Ác [Á { ^ } cã [] ÉÁÁP^!Á-æ { ã|~Á@æ•Á æ|• [Á { æã^Áæ } Á^ } ã [, { ^ } cÁ- [!Ác@^Á } ^çcÁG€Á^~æ!•Ác [Á•~] [!cÁæ } Áæ } ~ æ|Áæ , æ!ãÁc [Á [] ^Á [-Á Ù^c [} q•Á*!æã~æcã } *Á•c~ã^ } c•ÉÁ

Y^Áæ!Á!~æ|~^Á*!æc^~|Áæ } ãÁ@~ { à|^ãÁà^Ác@ã•Á [] [!c~ } äc^ÉÁäcÁã•ÁæÁc!^ { ^ } ã [~ •Áã•c [!~Á [-ÁÙcÉÁ Ò|ã : æà^c@ÁÙ^c [} Á•&@ [[|Ác [Á@æç^Ác@^Á|ã!æ! ^Áà^Á\ [] , } Áæ•Ác@^ÁV^!•æÁÓã•• [|æÁŠã!æ! ^ÉÁ

Ú|^æ•^Áæ&&^] cÁc@ã•Á|^cc^!Áæ•Á& [] -ã! { æcã [} Á [-Á [~ !Á•~] [!cÁæ } ãÁ& [|æà [!æcã [] Á , äc@Ác@^ÁÓ [æ!ãÁ c [Á { æ\^Ác@ã•Á@ã•c [!ã&Á } æ { ^Á&@æ } *Á^Á@æ]] ^ } ÉÁ

H nupzfrh' T hkl q

Œ* } ã^• : \æÁ T æã^bÁ
Ô@æ!ÉÁÙ&@ [[|ÁÔ [~ } &ã|Á

