



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 10: Committees of the Board

1. General

- 1.1 The board may establish committees composed of members of the board to make recommendations to the board in respect of education, finance, personnel and property.
- 1.2 The board may establish committees that may include persons who are not members of the board in respect of matters other than those referred to in paragraph 1.1.

2. Standing Committees

2.1 Membership

Standing committees of the board shall be those that the board may, from time to time, designate. Standing committees shall comprise up to three trustees. In addition, the chairperson of the board shall be an ex-officio member of all standing committees, except for the Policy Governance Committee, which is a committee of the whole board.

2.2 Attendance of Trustees Not on the Committee

Members of the board may attend meetings of any committee or sub-committees of the board, of which they are not members and shall with the leave of the chair have the right and privilege to speak to any issue, but, they shall not be entitled to vote on any question before the committee or count in determining the quorum of the committee.

2.3 Appointment

- 2.3.1 Members on a standing committee shall be appointed after the annual/inaugural meeting of the board and shall be for a one-year term.
- 2.3.2 The chair shall appoint or reappoint members of the standing committees.

2.3.3 In the event that any position filled at the annual meeting becomes vacant for any reason during the year, the vacancy shall be filled in the manner prescribed above at the next regular meeting of the board after the vacancy occurs

2.3.4 A resolution of the board establishing a new standing committee shall name the personnel of the committee or shall authorize the chair of the board to name the members of the committee. The resolution shall also indicate the term of office.

2.4 Selection of Committee Chair

The committees shall choose their chair at their first regular meeting.

2.5 Meetings

2.5.1 It shall be the responsibility of the chair of the board to convene the first meeting of the committees and thereafter the responsibility of the chair of each standing committee to convene meetings of the committee.

2.5.2 A standing committee shall determine its own meeting schedules and agendas in consultation with the director of education.

2.5.3 If, in the opinion of the chair of the committee and the director of education, there is insufficient material to warrant the holding of a scheduled meeting of such committee, the meeting may be cancelled and the members advised thereof.

2.6 Quorum

2.6.1 A majority of the members of the board or a committee shall constitute a quorum for the transaction of any or all business, and the action of a quorum in a regularly scheduled meeting shall be binding upon the whole board or committee.

2.6.2 Unless there shall be a quorum present within fifteen minutes after the time fixed for a regular or special meeting, the secretary shall record the names of the members then present and the meeting shall forthwith stand adjourned until the next regular meeting, unless a special meeting is called as provided in *Policy 9*.

2.6.3 If in the course of a meeting of the board or of a committee, the loss of a quorum should occur, the presiding officer shall forthwith adjourn the meeting and the secretary shall record the names of those present at the time of adjournment.

3. Ad Hoc Committees

- 3.1 By resolution, and as required, the board may establish ad hoc committees to deal with specific matters. The resolution establishing such a committee shall clearly specify the purpose and terms of reference of the ad hoc committee including the date for submission of a final report.
- 3.2 If an ad hoc committee is unable to complete its work by the date specified for submission of a final report, that committee may request of the board an extension beyond the specified date.
- 3.3 No matter, which has been referred to an ad hoc committee, shall be considered by the board until the board has received the committee's report. This provision may be suspended by the vote of two-thirds of all members of the board.
- 3.4 Unless an ad hoc committee is specifically given power to act in the resolution establishing the committee, its recommendations must be approved, amended, or otherwise dealt with, at a subsequent meeting of the board. If given power to act, a report of such action shall be given to the board at its next regular meeting.

4. Committee of the Whole Board

- 4.1 By formal motion and by majority vote, the board may resolve itself into a committee of the whole where more freedom or private debate is desired. Ordinarily such occasions shall be confined to pressing, critical or sensitive matters where it is felt the subject matter is not well digested and/or in suitable form for definite action, or where propriety dictates privacy.
- 4.2 **Subject Matter**
 - 4.2.1 The motion to resolve into committee of the whole shall identify the matter(s) to be taken under consideration.
 - 4.2.2 A meeting of the committee of the whole board may be closed to the public when the subject matter under consideration involves,
 - a) the security of the property of the board;
 - b) the intimate, personal or financial information of the board or committee, an employee or prospective employee of the board or a pupil or the pupil's parent or guardian;

- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the board, ;
or
- e) litigation affecting the board.

4.1.1 The chair may rule on the inclusion of any matter(s) on the agenda of a committee of the whole session.

4.2 Presiding Officer

When the meeting has resolved into committee of the whole, the chair shall relinquish the chair and shall call the vice-chair or, in the latter's absence, another trustee to act as presiding officer.

4.3 Record of Motions

The secretary shall not record in the minutes the proceedings of the committee of the whole, but shall record the motions approved by the board in committee of the whole.

4.4 Motions Disallowed

The committee of the whole cannot entertain a motion to refer, to postpone or to table the subject referred to it.

4.5 Vote Disallowed

A recorded vote shall not be called for in committee of the whole.

4.6 Rules of Order

Except as noted otherwise in this policy the rules of order as set out in the *Policy 9 Board Operations* shall be observed by the committee of the whole.

4.7 Adjournment

When the committee of the whole has completed its consideration of the subject referred to it, or if it wishes to adjourn, the committee shall adjourn on a motion to rise and report progress. A motion to rise and report shall be decided without debate.

4.8 Report to the Board

When the committee of the whole has completed its consideration of the subject matter referred to it, the presiding officer of the In-camera session shall report to the board or to the board committee, as the case may be, the deliberations and recommendations of the committee of the whole in the next following public session of the board or of the board committee.

5. Types of Committees: Statutory

Statutory committees are specifically required by legislation.

5.1 Special Education Advisory Committee

5.1.1 Purpose

The Special Education Advisory Committee (S.E.A.C.) is an advisory committee to the Kenora Catholic District School Board and may make recommendations to the board in any matter affecting the establishment and development of special education programs and services in respect of exceptional students of the board. This committee provides an avenue for community involvement and receives advice and input from the community.

The Special Education Advisory Committee is mandated by *Ontario Regulation 464/97*.

5.1.2 Powers and Duties

- a) To become aware of the special education programs and services of the board that are provided to meet the needs of all exceptional students within the board
- b) To facilitate the exchange of information and ideas among the committee members representing the local associations, the director and/or designates, and the board
- c) To make recommendations to the board about special education programs and services for exceptional students of the board
- d) To provide information to the local associations about the Special Education Advisory Committee (S.E.A.C.)
- e) To recommend to the board the annual review of the special education plan in accordance with Ministry legislation; and
- f) To participate in a special education program review and provide recommendations to the board

5.1.3 Membership

- a) One trustees appointed by the board
- b) One representative from each of the local associations, not to exceed twelve, to be nominated by the respective associations and appointed by the board
- c) One alternate for each representative, nominated by each local association and appointed by the board

- d) One or more additional community members who are not representatives of a local association

5.1.4 Meetings

The committee shall meet at least ten times in each school year

5.2 Student Disciplinary Committee

5.2.1 The Student Disciplinary Committee shall function in accordance with the terms of Sections 309 and 311 of the *Education Act*. The powers and duties, membership and meeting requirements are as outlined in *Policy 13 Appeals Regarding Student Matters*.

5.3 Supervised Alternative Learning for Excused Pupils Committee

5.3.1 Purpose

- a) The Supervised Alternative Learning for Excused Pupils Committee considers applications made on behalf of students of at least fourteen years of age up to the age of school leaving.
- b) The committee considers whether or not to approve learning programs that involve full-time or part-time employment at an approved work station; completion of a life skills course; or other studies acceptable to the committee.
- c) The Supervised Alternative Learning for Excused Pupils Committee functions in accordance with the terms of *Ontario Regulation 308*.

5.3.2 Powers and Duties

The Supervised Alternative Learning for Excused Pupils Committee shall consider the application of any parent to have his or her child participate in a S.A.L.E.P. program. The committee shall also consider any oral or written submission made by any person in support or opposition to the application. The committee may require the principal or any other employee of the board to report to the committee regarding the child for whom the application is made.

5.3.3 Membership

At least three members, including a member of the board; the director of education or designated supervisory officer; and at least one person who is not an employee of the board.

5.3.4 Meetings

Called upon receipt of an application for a S.A.L.E.P. program

6. Types of Committees: Standing Committees

Standing committees are established to assist the board with work of an ongoing or recurring nature. The following committees will be designated as standing committees for the Kenora Catholic District School Board.

6.1.1 To foster excellence in programs and services.

Examples of this are;

- a) Student Success Program Steering Committee
- b) Information Technology Steering Committee
- c) Davison Scholarship
- d) Employee Assistance Program
- e) Aboriginal Advisory Committee

6.2.1 To foster positive relationships between and among the staff, community, church and government.

Examples of this are;

- a) Board Government Relations
- b) System Retreat
- c) Other celebratory functions

7. Types of Committees: Special Committees

From time to time, the board may establish committees for special purposes that may be either ongoing or *ad hoc*. The board may appoint *ad hoc* committees to deal with specific tasks. An *ad hoc* committee serves only until the task is completed, at which time the committee is disbanded.

7.1 Director's Review Committee

7.1.1 Purpose

To provide an evaluation for the director of education.

7.1.2 Powers and Duties

- a) To review the annual report(s) of the director on the action the director has taken in the system;
- b) To review the management plan prepared by the director;

- c) To use the director's job description and board's strategic plan as the basis for the evaluation; and
- d) To present an evaluation report for ratification by the board.

7.1.3 Membership

- a) Chair or designate
- b) Vice-chair or designate

7.1.4 Meeting:

In the first year of the director's employment and bi-annually following that evaluation.

7.2 Other Special Committees

The board will also establish special *ad hoc* committees for the following purposes:

7.2.1 To select a director of education as set out in *Policy 17 Selection of the Director*.

7.2.2 To appoint a trustee when a trustee vacancy occurs as described in *Policy 9 Board Operations, section A: Meetings of the Board, paragraph 1.9*.

7. Resource Personnel

The director or the director's designate may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel

Legal References:

Education Act S. 57 Special Education Advisory Committees;
S. 170-171 Powers of Boards;
S. 309 (4) Appeal of a Suspension;
S. 311.3, 311.4, 311.5, 311.6;
S. 311.7 Appeal of Expulsion
Regulation 308 Supervised Alternative Learning for Excused Pupils
Regulation 464/97 Special Education Advisory Committees

Approval Date: June 2006
Date of Latest Review: February 3, 2009
Date of Latest Revision: February 3, 2009