



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

## Policy Governance Meeting

### POLICY GOVERNANCE COMMITTEE

**CHAIR: Mike Favreau**

**Tuesday, December 6, 2011**

**Board Office**

**6:00 p.m.**

1. **CALL TO ORDER**
2. **OPENING PRAYER**
3. **ROLL CALL**
4. **DECLARATIONS OF PECUNIARY INTEREST**
5. **APPROVAL OF AGENDA**
6. **PRESENTATIONS/DELEGATIONS**
7. **PRESENTATIONS AND REPORTS**
  - 7.1 **Policy**
    - 7.1.1 Policy #6 Role of the Trustee (**Page 1**)
    - 7.1.2 Policy #7 Role of the Board Chair (**Page 5**)
    - 7.1.3 Policy #12 Policy Making (**Page 9**)
  - 7.2 **Personnel**
  - 7.3 **Property**
  - 7.4 **Finance**
  - 7.5 **Program**
    - 7.5.1 2012/13 School Year Calendar (**Page 12**)
  - 7.6 **Negotiations**
  - 7.7 **Other**
    - 7.7.1 Chair/Vice Chair Elections
    - 7.7.2 Trustee Professional Development



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## Policy Governance Meeting

### 8. UNFINISHED BUSINESS

8.1 OCSTA 2012 Trustee Award of Merit and Resolutions (Page 13)

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. INFORMATION

### 12. FUTURE MEETINGS

#### POLICY GOVERNANCE MEETINGS

~~January 10, 2012~~

February 7, 2012

March 6, 2012

#### REGULAR BOARD MEETINGS

December 20, 2011

January 10, 2012

February 21, 2012

March 22, 2012

April 17, 2012

May 15, 2012

June 19, 2012

#### SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, December 16, 2011 at 1:30 p.m. at St. Thomas Aquinas High School

#### SCHOOL COUNCIL MEETINGS

St. John's Separate School – Monday, December 12, 2011 at 3:45 p.m.

St. Louis School – Tuesday, December 13, 2011 at 7:00 p.m.

Pope John Paul II School – Tuesday, December 13, at 7:00 p.m.

École Ste-Marguerite Bourgeoys – Wednesday, December 21, 2011 at 7:00 p.m.

St. Thomas Aquinas High School – Tuesday, January 30, 2012 at 7:00 p.m.

#### CHRISTMAS CONCERTS

##### École Ste-Marguerite Bourgeoys

December 19 – grade 3 – 6 concert at 1:15 p.m. and 7:00 p.m.

December 20 – grade JK – grade 2 concert at 1:15 p.m. and 7:00 p.m.



## **Kenora Catholic District School Board**

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## **Policy Governance Meeting**

### ***St. Louis School***

December 14 grade JK – 6 concert at 1:15 p.m. and 7:00 p.m.

### ***St. John's Separate School***

December 20 – grade JK to 8 concert in the afternoon and 6:30 p.m.

### ***Pope John Paul II School***

December 21 – JK/K concert in the afternoon

December 22 – grade 1 to grade 6 concert at 1:30 p.m. and 6:30 p.m.

### ***St. Thomas Aquinas High School***

December 21 – band and choir concert at 7:00 p.m.

### **TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT**

OCSTA AGM Kingston – April 2012

KCDSB System Retreat – May 5 – Andy Lake Resort

CCSTA AGM Sudbury – June 2012

13. **COMMITTEE OF THE WHOLE**
14. **ADJOURNMENT**



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 6: Role of the Trustee

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The role of the trustee is to contribute to the Kenora Catholic District School Board as it carries out its mandate to achieve its mission and goals related to student success, the Christian formation of youth and the development of a Catholic learning environment. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of education.

A trustee's role is to maintain a focus on student achievement and well-being and to participate in making decisions that benefit the entire board district while representing the interests of his or her constituents.

In addition the Catholic trustee must also fulfill an additional mandate. As a representative of the Catholic community each trustee must ensure that the mission of Catholic education, as part of the broader mission of the Church, is fulfilled. Because of this unique and distinctive mission, Catholic school trustees honor a set of additional expectations that have been set for them by their Church and by the Catholic community.

The *Education Act* gives no individual authority to trustees. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate Board.

The decisions of the board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out duties individually, but only as an agent of the board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the district.

Trustees bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that board processes are truly democratic and contributes to good decision-making. This diversity also helps trustees provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.

Trustees are responsible for staying informed about developments in education. Trustees have a responsibility to learn about the school system and the many issues that face publicly funded education.

Trustees serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective communication is critically important. Regular two-way communication will enhance a trustee's ability to represent constituents and help to build understanding and consensus in the community.

### The Corporate Role of Individual Trustees

The trustee shall:

- 1.1 Become familiar with the Kenora Catholic District School Board policies, meeting agendas and reports in order to participate effectively in board business.
- 1.2 Carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under the Education Act, and under related regulations and guidelines.
- 1.3 Maintain a focus on student achievement and well-being.
- 1.4 Attend and participate in meetings of the Board, including meetings of the Board's committees of which he or she is a member.
- 1.5 Consult with parents, students and supporters of the board and bring any concerns to the attention of the board.
- 1.6 Refer queries or issues and problems not covered by board policy to the Board for corporate discussion, decision or delegation.
- 1.7 Entrust the day to day management of the board to its staff through the board's Director of Education.
- 1.8 Refer queries, issues or problems raised by a parent or community member to the principal and, where appropriate, inform the director of education or designate immediately. Board members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred.
- 1.9 Provide information about a community's history, traditions and experiences when such information will be helpful for the context for decision-making by the director of education or the board.

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- 1.10 Participate in and contribute to the decisions of the board in order to provide the best solutions possible for the education of students in the Kenora Catholic District School Board.
  - 1.11 Strive to develop a positive learning and working culture within the board.
  - 1.12 Bring to the attention of the Board any issues that may affect the Kenora Catholic District School Board, and interpret the needs of the community to the board.
  - 1.13 Support decisions of the Board and work diligently to ensure that the decisions or policies are implemented and monitored.
  - 1.14 Uphold the implementation of any Board resolution after it is passed by the board.
  - 1.15 Exercise authority within defined limits when delegated such responsibility.
  - 1.16 Participate in board and trustee development so that the quality of leadership and service in the Kenora Catholic District School Board will be enhanced.
  - 1.17 Comply with the board's code of conduct.

## 2. The Catholic Role of Individual Trustees

The Catholic Trustee, as an advocate, guardian and steward of Catholic education will exercise the distinctive nature of his/her Catholic trusteeship in the following ways:

- 2.1 witnessing to the faith;
- 2.2 understanding the purpose, history and distinctive contribution of Catholic Education in Ontario;
- 2.3 promoting, protecting and advocating for Catholic education;
- 2.4 articulating the Kenora Catholic District School Board's Catholic mission and vision;
- 2.5 providing governance and policies inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance;

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- 2.6 appointing, holding accountable and supporting a Director of Education who is an authentic and effective Catholic leader;
  - 2.7 ensuring that administrative structures, operational procedures and employment practices reflect the board mission and vision;
  - 2.8 providing Christian stewardship of human and financial resources;
  - 2.9 establishing authentic religious education programming and faith formation activities for students;
  - 2.10 establishing a climate supportive of faith community;
  - 2.11 supporting the implementation and realization of the Kenora Catholic District School Board's mission and vision;
  - 2.12 building significant partnerships within and beyond the Catholic community in support of Catholic education.

Legal References:

*Education Act S. 209 Trustee Declaration*  
*The Road Ahead: A Report on the Role of School Boards and Trustees. The Education Improvement Commission. 1997.*  
*Bill 177 - Student Achievement and School Board Governance Act, 2009*

Other References:

*Catholic Trustees: Advocates, Guardians and Stewards of Catholic Education. Ontario Catholic School Trustees' Association*  
*Professional Development Program for School Board Trustees: Core Module 3*

Approval Date: June 2006  
Date of Latest Review: February 2010; March 2011, December 2011  
Date of Latest Revision: February 2010; March 2011



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 7: Role of the Board Chair

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The chair of the Kenora Catholic District School Board safeguards the integrity of the board's processes and represents the board of trustees to the broader community. The chair ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a corporate decision reached. The board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the chair.

As required by the Education Act the Board of Trustees elects a chair from among its members to serve a term of one year.

### Duties of the Chair

#### 1. Reviewing the Agenda

- 1.1 The chair shall assist the director of education in the development of the board meeting agenda.
- 1.2 The chair shall ensure that members of the board have the information needed for informed discussion of the agenda items.
- 1.3 The chair shall ensure that meeting agenda content is only about those issues which, according to board policy, clearly belong to the board to decide and have not been delegated to the director of education.

#### 2. Preserving an Orderly Process

- 2.1 The chair shall preside at all regular and special meetings of the board and ensure that such meetings are conducted in accordance with the *Education Act*, the policies established by the board and *Robert's Rules of Order*.
- 2.2 The chair shall preserve order and decorum and decide all questions of order or privilege. The chair may rule any matter out of order, giving the reason for the ruling. The ruling of the chair shall be final, subject only to an appeal to the board without debate. A tie vote, with the chair voting, sustains the chair.

- 2.2 The chair shall call meetings to order in accordance with the prescribed meeting times and shall determine if a quorum is present.
3. The chair shall announce the order of business of the board and state and put to vote all questions which come before the board.
4. The chair shall declare the results of all votes on all matters before the board.
5. Further details about the role of the chair in presiding at meetings of the board are found in *Policy 9 Board Operations*.

## 6. Remaining Impartial

- 6.1 The chair has a duty to remain impartial. The chair should have nothing to say on the merits of pending questions.
- 6.2 The chair may draw to the attention of the board any factors which may be crucial and relating to the pending question and which appear to have been overlooked by the board.
- 6.3 In the event that the chair decides to take part in the debate of a pending matter, the chair shall call upon the vice-chair to take the chair. In the event that the vice-chair has already spoken or desires to speak to the pending matter, the chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
- 6.4 With the unanimous consent of the board, the chair may speak to the pending matter without vacating the chair.
- 6.5 Normally, the chair of a committee shall be allowed to speak to pending matters during committee meetings without vacating the chair. The procedure described above shall be used if another member of the committee objects to the chair taking an active part in any debate on a pending matter.

## 7. Expediting Business

- 7.1 The chair is responsible for expediting the business of the board in every way compatible with the rights of the members and for enforcing this policy as necessary, to ensure the orderly conduct of the board's business.

- 7.2 In order to ensure the expeditious use of the board's time, the chair, subject to a member's right of appeal in accordance with *Policy 9 Board Operations*, shall refuse to recognize motions which are obviously frivolous or dilatory.
- 7.3 The chair shall attempt to ensure that each member who wishes to be heard on a matter is heard, but, subject to a member's right of appeal in accordance with *Policy 9 Board Operations*, when it is obvious that the debate is becoming repetitive, the chair shall indicate that the debate is closed and call the question.

## 8. Reviewing & Signing Minutes

- 8.1 Prior to publication, the chair of the board and the chair of each board committee or another trustee designated by such chair, shall be responsible for reviewing the minutes of the board or the respective committee.
- 8.2 Following the approval of the minutes by the board the chair or his/her designate will sign the minutes.

## 9. Providing Board Leadership

- 9.1 On every question, the Chairperson of a meeting who is at the same time a member in full standing may vote on any question.
- 9.2 The chair, in consultation with the director of education, may call a special meeting of the board at any time.
- 9.3 The chair may act as an *ex-officio* member, with voting privileges, of all committees appointed by the board. As an *ex-officio* member, the chair shall have all the privileges of committee membership, including the right to make motions and to vote, but shall not be counted in the quorum.
- 9.4 The chair shall be kept informed of significant developments within the Kenora Catholic District School Board and shall be in regular contact with the director of education to maintain a working knowledge of current issues and events.
- 9.5 The chair shall encourage an interest in the whole school system.

- 9.6 The chair shall be the chief spokesperson for the board except for those matters where the board has previously delegated this role to another individual or group.
- 9.7 The chair shall aid in the establishing good relations with the public and the news media.
- 9.8 The chair shall convey the decisions of the board to the board's director of education.
- 9.9 The chair shall be a signing officer for the district.
- 9.10 The chair shall accept responsibility, on behalf of the board, for any and all board decisions.
- 9.11 The chair shall ensure that the board engages in regular review or self-evaluation of its effectiveness as a board.
- 9.12 The chair shall provide leadership to the board in maintaining the board's focus on the board's mission, vision and multi-year **strategic** plan.
- 9.13 Assume such other responsibilities as may be specified by the board.

Legal References:

*Education Act S. 170, S. 171 Duties and Powers of Boards; S. 208(12) Voting of the Chair; S. 230 Compliance with Board Obligations Robert's Rules of Order Bill 177 - Student Achievement and School Board Governance Act, 2009*

Other References:

*Professional Development Program for School Board Trustees: Core Module 3*

Approval Date: June 2006  
Date of Latest Review: February 2010; March 2011, **December 2011**  
Date of Latest Revision: February 2010; March 2011



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### Policy 12: Policy Making

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This policy has been developed to provide broad guidelines for the effective operation of the Kenora Catholic District School Board and a framework for consistent decision-making by the director of education and staff.

Policy development is a key responsibility of the Kenora Catholic District School Board. Policies, inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance, establish directions for the board, assign authority and establish controls that make board governance and management possible. Policies are the means by which the board, director and the board employees are accountable to the community as a whole. Adoption of new board policies or revision of existing policies is solely the responsibility of the board.

The Kenora Catholic District School Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide effective Catholic education. The board's policies will comply with the *Education Act* and provincial legislation and will be informed by Church teaching and Gospel values. The board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of employees and stakeholders. The board recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

The board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This policy provides for an annual review of all the existing policies of the board. Once a policy has been approved or amended by the board, all former policies or board motions that are superseded in whole or in part by the new policy or amendment, shall be considered revoked.

Board policies shall provide an appropriate balance between the responsibility of the board to develop the broad guidelines to guide the board and the opportunity for the director of education to exercise professional judgments in the administration of the board.

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The Kenora Catholic District School Board shall adhere to the following stages in its approach to policy making:

## 1. Planning

- 1.1. The board and/or the director, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

## 2. Development

- 2.1. The board may develop the policy itself or may delegate the responsibility for development to the director or to a board committee.
- 2.2. To ensure the effectiveness of policy implementation, the board will endeavor to inform and consult with employees and stakeholders affected by proposed policies or amendments to existing policies prior to the proposals reaching the board for final approval.
- 2.3. Amendments, alterations and additions to board policies require approval by the Board. All recommendations must be made in writing and be approved at a Regular Board Meeting to allow for review and approval by the Board.

## 3. Implementation

- 3.1 The board is responsible for the implementation of policies governing its own processes. The board and director share the responsibility for implementation of policies relating to the board/director relationship. The board has delegated to the director the authority to develop procedures to address all other issues, and the director is responsible for the implementation of these procedures.
- 3.2 Policy shall come into force on the date of the final passing thereof.

#### 4. Evaluation

The board, in co-operation with the director, shall evaluate each policy **once within a two year period** ~~annually~~ or earlier as needed in order to determine whether or not it is meeting its intended purpose.

Legal Reference:

*Education Act S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers*

Approval Date: June 2006  
Date of Latest Review: October 19, 2010, October 2011, **December 2011**  
Date of Latest Revision: October 19, 2010

# DRAFT 2 – December 1, 2011

# 2012-2013 SCHOOL YEAR



All students begin school on August 28, 2012 and end school on June 20, 2013.

**AUGUST / SEPTEMBER**

	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

**FEBRUARY**

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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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**OCTOBER**

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28	29	30	31			

**MARCH**

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24 31	25	26	27	28	29	30

**NOVEMBER**

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25	26	27	28	29	30	1

**APRIL**

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28	29	30				

**DECEMBER**

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30	31					

**MAY**

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**JANUARY**

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27	28	29	30	31		

**JUNE**

						1
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9	10	11	12	E-13	E-14	15
16	E-17	E-18	E-19	E-20	21	22
23	24	25	26	27	28	29

## SCHOOL HOLIDAYS 2012-2013

- September 3, 2012 - Labour Day
- October 8, 2012 - Thanksgiving Day
- Dec 24 - Jan 4, 2013 - Christmas Holidays
- February 18, 2013 - Family Day
- March 11-15, 2013 - March Break
- March 29, 2013 - Good Friday
- April 1, 2013 - Easter Monday
- May 20, 2013 - Victoria Day

## PROFESSIONAL DEVELOPMENT/SECONDARY EXAM DAYS

- August 27, 2012
- September 28, 2012
- November 26, 2012
- January 25, 2013
- June 7, 2013
- June 21, 2013

### SECONDARY

**SEMESTER 1** – Aug 28, 2012-Jan 24, 2013

*Mid-term Report* issued around Nov 2012  
**Semester 1 Exams** – Jan 21-24, 2013  
*Final Report* issued around February 2013

**SEMESTER 2** - Jan 25, 2013-June 21, 2013

*Mid-term Report* issued around April 2013  
**Semester 2 Exams**- June 13,14,17-20, 2013  
*Final Report* issued around July 2013

## ELEMENTARY PROGRESS REPORT ISSUED

November 16, 2012

## ELEMENTARY REPORT CARDS ISSUED

February 13, 2013

June 20, 2013

## CODE

- School Holidays
- School PD Days
- E** - Secondary Exams



Ontario Catholic School  
Trustees' Association

September 16, 2011

**EMAIL TO:** Chairpersons & Directors of Education  
All Catholic District School Boards

**FROM:** Margaret Binns, Office Administrator

**RE:** OCSTA Trustee Award of Merit

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Detailed information regarding matters relating to the 2012 AGM & Conference will be distributed in the coming weeks. Meanwhile, we are providing information regarding the OCSTA Trustee Award of Merit.

#### **NOMINATION FORMS**

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at [pdenobrega@ocsta.on.ca](mailto:pdenobrega@ocsta.on.ca). You may also submit nominations by fax (416-932-9459), by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS  
IN THE OCSTA OFFICE IS 12:00 P.M. EST,  
JANUARY 6, 2012**

***“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”***

***BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)***

## ***IT IS TIME TO NOMINATE YOUR CANDIDATE FOR THE OCSTA 2012 TRUSTEE AWARD OF MERIT***

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize at least a few of the very deserving Catholic trustees who have served Catholic education so well over the years.

### **CRITERIA**

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to the faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the Conference Committee.

### **REGULATIONS**

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. The Conference Committee recommends their selection to the Board of Directors at the February Board of Directors' meeting. The Board of Directors makes the final selection from among all nominations.
- e. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- f. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

### **DEADLINE**

The deadline date for receiving nominations in the provincial office whether by fax, courier service, regular mail or e-mail is **12:00 p.m. EST, January 6, 2012**.

The 2012 AGM & Conference will be held at the Four Points by Sheraton, Kingston from the evening of Thursday, April 26<sup>th</sup> to Saturday, April 28<sup>th</sup>. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Saturday.

**COVER SHEET FOR NOMINATION FOR  
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

BOARD: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

This award is given to trustees with strong Catholic leadership qualities who give witness to the faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.  
(Worth 30 points)

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)



Ontario Catholic School  
Trustees' Association

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Nancy Kirby, *President*  
Marino Gazzola, *Vice President*  
Kevin Kobus, *Executive Director*

September 16, 2011

**MEMO TO:** Chairpersons and Directors of Education  
All Catholic District School Boards

**FROM:** Margaret Binns, Office Administrator

**RE:** **2012 AGM & Conference Resolutions**

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The 2012 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

The processing of member board resolutions is a fundamental responsibility of the Association.

Attached please find guidelines to assist you in the preparation of your resolution(s).

The deadline date for receipt of resolutions  
in the OCSTA office is  
**January 27, 2012**

## Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

### A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province's Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.
- e. Not deal with education funding issues (a separate process has been created to deal with this type of issue).

### B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
  - a. Each "*Whereas*" is accompanied by adequate background material.
  - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

### C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

#### 1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

## 2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

## 3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]  
 [Secunder’s Name]  
 [Board Name]  
 [Topic]

## D. **Submission Deadline Date**

The deadline date for receipt of resolutions in the OCSTA office is **January 27, 2012**. We encourage boards to submit their resolutions by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca). The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 2, 2012**.

## E. **Regulations**

See the enclosed attachment for current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines (and the enclosed template) have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Thank you.

# Template

Please **do not use** tables, text boxes or any type of graphic. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

**MOVED BY:** [Mover's Name] **[Board Name]**

**SECONDED BY:** [Secunder's Name]

**TOPIC:** [e.g. Vacancies on School Boards]

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**WHEREAS:** from time to time a vacancy occurs in the office of a member of the board;  
and

**WHEREAS:** according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

**WHEREAS:** boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

**WHEREAS:** the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

**WHEREAS:** the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

**THEREFORE BE IT RESOLVED THAT:**

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact **Jane Ponte** either by telephone at (416) 932-9460 ext. 223 or by e-mail at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

## ***Explanation of Committee Recommendations & Resolution Session Procedures***

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

### ***Explanation of Committee Recommendations***

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**  
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the ..... committee for appropriate implementation.**  
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the ..... committee for study.**  
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**  
No action will be taken.
- v. **No action required**  
The intent of the resolution has been met. No further action will be taken.
- vi. **No recommendation**  
The committee is not making any recommendation with respect to the resolution.

### ***Resolution Session Procedures***

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

**Note Re Quorum:** *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

### ***Grouped Resolutions***

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

### ***Resolutions Handled Individually***

*These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.*

#### **A. Resolutions with committee recommendations**

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
  - the chair will call for the sponsoring board to move and second **the committee recommendation**;
  - delegates will speak to the committee recommendation;
  - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
  - the chair will call for the sponsoring board to move their **original resolution**;
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

## B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
  - the chair will call for the sponsoring board to move their **original resolution**;
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

## C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

## D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 2, 2012**.