

September 16, 2019

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, September 16, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Back to School Presentation

A. Russell

Delegations

Krista Guenther - Walking Route to Elizabeth Ziegler Public School

Policy and Governance

Reports

01	Bank Borrowing Resolution	M. Gerard
04	Capital Priorities Submission	M. Gerard
09	Enterprise Resource Planning (ERP) System	M. Gerard
12	Anonymous Reporting Tool Extension Request	B. Lemon
14	Motion: Ad Hoc Suspension Review Committee	Trustees S. Piatkowski & C. Watson

Board Reports

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie.Reidel@wrdsb.ca



Report to Committee of the Whole

September 16, 2019

Subject: Bank Borrowing Resolution

Recommendation

That the Waterloo Region District School Board adopt the Resolution, as outlined in Appendix A of the Bank Borrowing Resolution report to Trustees, authorizing the borrowing of money to meet current expenditures of the Waterloo Region District School Board for the fiscal year 2020.

Status

In the normal course of business, the Waterloo Region District School Board (WRDSB) borrows money to meet its operating expenditures. This is necessary because of timing differences between our collection of revenues from municipalities and the province, and our payment schedules for the expenditures of the WRDSB.

The Education Act allows borrowing up to the uncollected amount of revenues of the Board. The borrowing limit for 2019 was set at \$50M.

Background

With the growth in the WRDSB's overall budget over the last number of years, due to increases in enrolment and the extensive capital and maintenance program being undertaken by the WRDSB, the borrowing limit was increased to \$50M effective September 2012. Since then, the \$50M borrowing limit has been sufficient to meet the Board's cash flow needs. There is no evidence to support a further increase to the borrowing limit.

Financial implications

The annual budget includes an amount to provide for the anticipated interest costs; for the 2019-20 school year, that amount has been budgeted at \$36,269.

Communications

A certified copy of the Board Resolution will be forwarded to CIBC.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
 Nick Landry, Controller, Financial Services
 Sharon Uttley, Manager of Accounting Services
 in consultation with Coordinating Council

Resolution

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE WATERLOO REGION DISTRICT SCHOOL BOARD (the “Board”)

- A.** In accordance with subsection 243(1) of Education Quality Improvement Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$50,000,000.00 to meet, until current revenue has been received, the current expenditures of the Board for their fiscal year 2019.
- B.** Pursuant to subsection 243(3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the fiscal year.
- C.** The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D.** The amount borrowed for current expenditures is within the Board’s Debt to Financial Obligation Limit as established by the Ministry of Education.

BE IT RESOLVED THAT:

1. The Chairperson or Vice-Chairperson and the Treasurer are authorized on behalf of the Board to borrow from time to time from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate of \$50,000,000.00 to meet, until current revenue is collected, the current expenditures of the Board for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act) plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board.
3. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of

the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year, less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in full force and effect.

Dated this 16th day of September, 2019.

Waterloo Region District School Board

Per: _____

Chairperson or Vice-Chairperson

Treasurer



Report to Committee of the Whole

September 16, 2019

Subject: 2019 Capital Priorities Program Submission

Recommendation

That the Waterloo Region District School Board approve the submission of business cases for nine 2019 Capital Priorities Projects to the Ministry of Education identified in Appendix A of the report entitled “2019 Capital Priorities Program Submission,” dated September 16, 2019.

Status

The Capital Priorities list was completed by a working group that examined planning, facilities, financial, program and accessibility issues. It will be submitted to the Ministry of Education (Ministry) no later than September 30, 2019 through the School Facility Information System (SFIS). Supporting business cases and additional information will also be provided to the Ministry.

The Long-Term Accommodation Plan (LTAP) identifies the Waterloo Region District School Board's (WRDSB's) accommodation needs up to 2027. The projects to be submitted, as identified in Appendix A, recognize the priorities and criteria of the Ministry this year. The Capital Priority projects also reflect the current assessment of needs based on enrolment, utilization trends, number of projects the WRDSB currently has underway and the status of these projects, development activity, and building conditions. For these priorities, business cases will describe the current situation, the project rationale, scope, and estimated cost.

Background

On July 22, 2019, the Ministry issued [Memorandum 2019:B17 - Announcement of launch of 2019-20 Capital Priorities Program \(CPP\)](#), including Child Care Capital Funding and review of School Construction Standards. This memo ended a two year period where school boards had no opportunity to apply for funding to support new capital construction.

The CPP provides school boards with an opportunity to identify and address their most urgent pupil accommodation needs, including:

- accommodation pressures;
- replacing schools in poor condition;
- supporting past consolidation decisions;
- providing facilities for French-language rights holders in under-served areas; and
- creating child care spaces in schools.

The Ministry will assess all proposed projects using qualitative and quantitative measures. For accommodation pressures, priority consideration will be given to projects where there is utilization greater than 100% (including capacity available in nearby schools). For projects addressing facility condition, priority will be given to projects with the highest expected Internal Rate of Return.

School board performance measures are also considered in the Ministry's evaluation of projects. Some of these measures include:

- demonstrated willingness to participate with coterminous school boards in joint-use school opportunities;
- ability to deliver projects within target timeframes as evidenced by past projects; and
- enrolment and utilization trends for projects of the school board which have been previously funded.

The CPP also provides an opportunity to request child care capital funding if the Consolidated Municipal Service Manager (CMSM) supports the need. The Region of Waterloo, the CMSM for this area, has identified one projects where child care capital funding requests will be made in the business case submissions.

The submission deadline for all capital funding requests is September 30, 2019. The 2019-20 Capital Priorities projects are expected to be completed and open no later than the 2023-24 school year.

The B17 memo also indicates that school boards are encouraged to standardize the design of new school construction, identify opportunities to use modular construction methods and identify opportunities to work on joint-use school project submissions. Modular construction has not been defined by the Ministry; however, if boards participate in this pilot program, they have to demonstrate the benefits over traditional construction.

The WRDSB's Long-Term Accommodation Plan provides a summary of the WRDSB's accommodation needs from 2017-2027. Capital Projects not listed in Appendix A may be identified in the LTAP, but fall outside of the Ministry's criteria for the 2019 CPP, or do not make a strong enough business case at this time. The LTAP will be updated in 2020 to align with the Education Development Charges by-law renewal and background study.

Financial implications

The Capital Priorities Program serves as the primary means for funding new capital projects that address school board's pupil accommodation needs including enrolment pressures, replacing facilities in poor repair, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and creating child care spaces in schools.

Financial considerations for the Capital Priorities submitted identify needs and estimated costs according to Ministry funding benchmarks. The recommendation

presented in this report aligns with Ministry funding for Capital Priorities, Child Care Capital, Full Day Kindergarten Capital Program, and Education Development Charges' to strategically invest in projects that will maximize value and improvements to our learning environments.

Communications

All public announcements regarding capital investments in the publicly funded education system are joint communication opportunities for the provincial government, the school board, the CMSM, and/or community partners.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Ian Gaudet, Controller, Facility Services
Ron Dallan, Manager of Capital Projects
Lauren Agar, Manager of Planning
Nick Landry, Controller, Financial Services
Fabiana Frasher, Budget Officer
in consultation with Coordinating Council

2019 CAPITAL PRIORITIES PROGRAM SUBMISSION

RANK

1	PROJECT NAME	Laurelwood PS - Addition
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	460 Brentcliffe Dr, Waterloo
	SITE SIZE (ACRES)	7.02
	PANEL	Elementary
	PLANNED OTG	Approx. 184 pupil places (resulting OTG of 536)
	SITE REQUIREMENTS	No New Site Req'd
2	PROJECT NAME	North Cambridge (Hunt Club/River Mill)
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	Equestrian Way, Cambridge
	SITE SIZE (ACRES)	7.02
	PANEL	Elementary
	PLANNED OTG	Approx. 424 pupil places
	SITE REQUIREMENTS	No New Site Req'd
3	PROJECT NAME	Parkway PS Addition
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	436 Preston Parkway, Cambridge
	SITE SIZE (ACRES)	6.69
	PANEL	Elementary
	PLANNED OTG	Approx. 78 pupil places
	SITE REQUIREMENTS	No New Site Req'd
4	PROJECT NAME	Doon South II (Ormston)
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	670 Thomas Slee Dr, Kitchener
	SITE SIZE (ACRES)	7.03
	PANEL	Elementary
	PLANNED OTG	Approx. 591 pupil places
	SITE REQUIREMENTS	New Site Req'd - Purchase Option in Place
5	PROJECT NAME	Waterloo-Oxford DSS Addition
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	1206 Snyder's Rd W, New Hamburg
	SITE SIZE (ACRES)	28.19
	PANEL	Secondary
	PLANNED OTG	Approx. 231 pupil places (Resulting OTG of 1416)
	SITE REQUIREMENTS	No New Site Req'd

2019 CAPITAL PRIORITIES PROGRAM SUBMISSION

6	PROJECT NAME	John Mahood PS Addition
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	5 First St W, Elmira
	SITE SIZE (ACRES)	6.36
	PANEL	Elementary
	PLANNED OTG	Approx. 138 pupil places (resulting OTG of 519)
	SITE REQUIREMENTS	No New Site Req'd
7	PROJECT NAME	Waterloo CI Partnership Rebuild
	PROJECT CATEGORY	Facility Condition
	LOCATION	300 Hazel St, Waterloo
	SITE SIZE (ACRES)	16.9
	PANEL	Secondary
	PLANNED OTG	Approx. 1300 pupil places
	SITE REQUIREMENTS	No New Site Req'd
8	PROJECT NAME	Breslau-Hopewell Creek (Loxleigh Lane)
	PROJECT CATEGORY	Accommodation Pressure
	LOCATION	Loxleigh Lane, Breslau
	SITE SIZE (ACRES)	7.07
	PANEL	Elementary
	PLANNED OTG	Approx. 519 pupil places
	SITE REQUIREMENTS	No New Site Req'd
9	PROJECT NAME	Sunnyside PS Rebuild
	PROJECT CATEGORY	Facility Condition
	LOCATION	1042 Weber St E, Kitchener
	SITE SIZE (ACRES)	6.39
	PANEL	Elementary
	PLANNED OTG	Approx. 325 pupil places
	SITE REQUIREMENTS	No New Site Req'd



Report to Committee of the Whole

September 16, 2019

Subject: Enterprise Resource Planning Upgrade

Recommendation

That the Waterloo Region District School Board approve an additional commitment of \$965,000 from accumulated surplus to support an upgrade to the Board's Financial Information System and Human Resource Information System as outlined in the report to the Committee of the Whole on September 16, 2019 in addition to the \$2.3 M approved on February 11, 2019 to support an upgrade of the Board's Human Resource Information System bringing the total project budget to \$3.265 M.

Status

Staff has completed their Request for Proposal and awarded a contract to Altus Business Consultants Ltd. The contract includes an upgrade to the Waterloo Region District School Board's (WRDSB's) Human Resource Information System, Payroll System, and Financial Information System. Trustees previously approved funds to support an upgrade to the WRDSB's Human Resource Information System and Payroll system. The system upgrades represent a substantial and positive upgrade to the WRDSB's existing business systems. Transitioning to a single "ecosystem" mitigates a number of risks to the Board, including data migration, integration and stability. In light of this, the project name has changed to Enterprise Resource Planning (ERP) as it more accurately reflects the scope of the project.

Staff will work over the next few months to prepare for the system upgrade; which will occur in various stages based on how the systems interact with each other. Full ERP implementation is expected to take 24 to 30 months with components of the enterprise system will "go live" as early as 12 months into the project.

Background

The WRDSB is one of the largest employers in the region at approximately 8,200 employees. The WRDSB's Human Resource Information System (HRIS) supports the board in critical areas such as position management, payroll, talent management, workforce management, Human Resources strategic planning, and regulatory reporting. (See Appendix A)

Currently, we are able to manage and store employee data as well as process and pay employees of the WRDSB bi-weekly and who either work on a 10-month or 12-month basis. However, over the years, because of centrally agreed to collective agreements, Ministry of Education (Ministry) Regulations, agreements reached between the Crown and employee groups, increased reporting requirements of the Ministry, greater demands on our system has occurred. Due to those demands, additional work (e.g., manually creating a work around necessary to complete the tasks) on the part of

existing staff within Human Resource Services, Financial Services and Information Technology Services is required on a regular basis to meet reporting timelines, reconciliation and accounting expectations of the Ministry. Sustainability of being able to maintain this level of support as well as completing daily tasks is not foreseeable in the long term.

It is important that we have a Human Resource Information System (HRIS) that reflects accurate information regarding those in the employ of the WRDSB while ensuring data that is stored and/or created is both current and timely. With this in mind, having a robust and adaptable HRIS system will serve us well in ensuring that whether we are creating bi-weekly pays, completing reports or complying with special requests, we can do so with the utmost confidence and ease.

As a result, the need has arisen to identify options currently in the marketplace that will assist in completing our HRIS requirements as well as having the potential to adapt to further needs, which may arise from time to time, minimizing manual intervention and delivering results in a timely and accurate manner.

On June 25, 2018, the Board of Trustees approved a balanced budget, which included \$150,000 to hire a consultant to support the WRDSB during the early stages of the upgrade including establishing the needs of the WRDSB and developing a project scope. The WRDSB has successfully completed both steps and has issued a Request for Proposal. The Request for Proposal was posted publicly and had a closing date of January 28, 2019. The Request for Proposal is non-binding and will only be actioned if the Board of Trustees passed the motion contained within this report.

On February 11, 2019, the Board of Trustees passed the following motion:

That the Waterloo Region District School Board approve an additional commitment of \$2.3M from accumulated surplus to support an upgrade to the Board's Human Resource Information System as outlined in the report to the Committee of the Whole on February 11, 2019.

Financial Implications

The process of upgrading the WRDSB's existing Financial Information System, Human Resources Information System, and Payroll System is an investment of time and resources. However, the gains in efficiencies through process improvement, accuracy, and automation will support the entire organization.

Trustees previously approved a project budget of \$2.3M. The revised total project budget is \$3.265 M. As of September 13, 2019, the WRDSB's Accumulated Surplus - Unappropriated is sufficient to support the additional funds needed for the expanded scope of this project. The Board of Trustees, through the motion contained in this report, will be able to approve the allocation of additional funds.

The project budget will support the following items:

Cost Item	Previously Approved Budget	Revised Budget
Software acquisition and implementation support	\$1,500,000	\$1,725,000
Release time for subject matter experts from payroll, human resources, finance and dedicated implementation support from Information Technology Services.	650,000	1,215,000
Project Management Consultant and Business Analyst with expertise in ERP implementation	<u>150,000</u>	<u>325,000</u>
TOTAL	<u>\$2,300,000</u>	<u>\$3,265,000</u>

Communications

The WRDSB has followed its normal, mandated procurement process and complete all necessary communications as required by the Broader Public Sector Procurement Guidelines.

An announcement to the system about the Enterprise Resource Planning project was posted on Friday September 13, 2019.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Michael Weinert, Coordinating Superintendent, Human Resource Services
in consultation with Coordinating Council



Report to Committee of the Whole

September 16, 2019

Subject: Extension Request for Anonymous Reporting Tool Report

Recommendation

That the Waterloo Region District School Board extend the written report deadline for the Anonymous Reporting Tool Feasibility Report from October 7, 2019 to October 21, 2019.

Status

Effective for the 2019-2020 school year, the portfolio responsibility for the Anonymous Reporting Tool Report was moved from Superintendent, Student Achievement & Well-Being, Peter Rubenschuh to Superintendent, Student Achievement & Well-Being, Bill Lemon.

The closest Committee of the Whole meeting to October 7, 2019, without going beyond the due date is September 23, 2019. With the change in portfolio, staff does not believe this date provides enough time to effectively report on this matter.

In order to ensure feasibility of implementing this type of tool is fully investigated, staff are requesting an extension of the reporting deadline to October 21, 2019.

Background

The original report contains a Notice of Motion served by Student Trustees O. Judelson-Kelly and B. Wahl at the April 29, 2019, Board Meeting and was supported by Trustees C. Millar, C. Meissner and S. Piatkowski.

The following motion was approved at the June 17, 2019 Committee of the Whole

That the Waterloo Region District School Board of Trustees request that staff investigate the possibility of using an anonymous reporting tool to assist students, staff and community members in reporting incidents of bullying and threats or school safety issues, similar to the tool that is currently being used by the Thames Valley District School Board and Durham Catholic District School Board; and

That a written report outlining the feasibility of implementing this type of tool in the WRDSB, along with associated costs, be provided to trustees no later than October 7, 2019.

Financial implications

There are no known financial implications to extending the reporting deadline.

Communications

The appropriate staff will be notified of the Board's decision.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Superintendent Bill Lemon, in consultation with Coordinating Council



Report to Committee of the Whole

September 16, 2019

Subject: Motion Re: Ad Hoc Suspension Review Committee

Recommendation

That the Waterloo Region District School Board strike an ad hoc committee of appropriate board staff, school staff, parents, students and trustees etc., that would research initiatives that might either accompany/augment suspensions or serve as alternatives to suspensions, where appropriate according to legislation, that would help students understand root causes of inappropriate behavior as well as coping strategies that educate and empower students.

And that recommendations from this committee be presented to the board no later than the end of February 2020.

Status

This report contains a Notice of Motion served by Trustees S. Piatkowski and C. Watson at the May 27, 2019, Board meeting and was supported by Trustee M. Ramsay. Proposed Terms of Reference can be found as Appendix A.

Background

The following “whereas statements” were included as part of the notice of motion to provide additional information:

Whereas suspensions are increasing at the Waterloo Region District School Board,

Whereas suspensions alone are not always effective, create gaps in education, and may even be seen as attractive by students at risk,

Whereas suspensions alone may be incapable of helping students understand their behavior or provide healthy coping strategies,

Whereas student conduct leading to suspensions can present legitimate safety concerns for both staff and students that cannot be ignored,

Whereas suspensions may address immediate safety concerns for staff and students, but do little to mitigate against the escalating pattern of problematic student conduct in schools,

Financial implications

Financial implications are not known at this time.

Communications

Committee findings and recommendations will be presented at a future Committee of the Whole meeting as stated in the motion and terms of reference.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustees S. Piatkowski and C. Watson in consultation with Coordinating Council

Terms of Reference: Ad Hoc Committee on Suspensions

1. Name: Ad Hoc Committee on Suspensions

1.1. Related legislation

Education Act, as amended (Ontario Regulation 472/07 - Suspension and Expulsion of Pupils);
 Keeping Our Kids Safe at School Act;
 Progressive Discipline and School Safety Act;
 Accepting Schools Act;
 Early Childhood Educators Act;
 Child Care and Early Years Act;
 Occupational Health and Safety Act, as amended;
 Ontario Human Rights Code;
 Canadian Charter of Rights and Freedoms; and
 Provincial Code of Conduct.

1.2. Related policies/bylaws

Board Policy 1002 - Occupational Health and Safety Policy;
 Board Policy 1004 - Harassment Policy;
 Board Policy 1008 - Equity and Inclusion Policy;
 Board Policy 1009 - Violence in the Workplace;
 Board Policy 6000 - Safe Schools;
 Board Policy 6001 - Code of Conduct;
 Board Policy 6008 - Student Discipline;
 Board Policy 6009 - Bullying Prevention and Intervention;
 Administrative Procedure 1300 - Delegation of Authority;
 Administrative Procedure 1260 - Student Discipline;
 Administrative Procedure 1620 - Alternative Suspension Program;
 Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury;
 Administrative Procedure 3780 - Violence in the Workplace;
 School Board Police Protocol, 2016;
 Traumatic Response Protocol, 2013; and
 Threat Risk Assessment Protocol.

1.3. Alignment with Board Strategic Plan

The work of this committee aligns with the following Strategic priorities:

- Our students experience a sense of belonging in a caring learning environment that addresses their well-being;
- Our staff is equipped with the skills and resources to support every child in their learning journey;
- Our staff is supported in their wellness as they promote and model wellness for our students;
- Our students, staff and community are supported by creative and collaborative problem-solving;
- Our school communities are encouraged to learn by exploring new and innovative projects, ideas and approaches.

1.4. Type of committee (statutory, board (standing/ad hoc) community (standing/ad hoc/appointment))

Ad Hoc / Community

1.5. Definitions

The Ministry of Education defines Suspensions as follows:

A suspension means students are removed from school temporarily for a specific period of time. Students may be suspended for a period of time ranging from one school day up to 20 school days. Students cannot go to school or take part in regular school activities or events while on suspension.

2. Purpose/Mandate/Goals

2.1 Focus

The committee will respond to the prevalence of suspensions within the WRDSB by looking for ways to address the root causes of inappropriate behaviour.

2.2 Powers and responsibilities

The committee shall research initiatives that might either accompany/augment suspensions or serve as alternatives to suspensions, where appropriate according to legislation, that would help students understand root causes of inappropriate behavior as well as coping strategies that educate and empower students.

3. Authority/Jurisdiction/Responsibilities

3.1 Individual members

The committee shall consist of Trustees, Board employees and parents, as set out below. It shall be responsible to and report to the Board of Trustees.

3.2 Chairperson

The Committee shall be co-chaired by a Trustee (chosen at the inaugural meeting of the committee) and the Superintendent

3.3 Board personnel

The committee shall be supported by administrative support staff designated by the Director of Education.

4. Membership

4.1 Composition/stakeholders

The committee shall consist of

Trustees (3)

Student Trustee (1)

Superintendent (1), to be designated by the Director of Education

The System Administrator responsible for student discipline

Secondary Principal (1)

Elementary Principal (1)

Teachers (3)

Educational Assistant (1)

Parents (3)

4.2 Term

The committee shall hold its first meeting before the end of October 2019 and shall make recommendations by the end of February 2020. Following reporting, it may wish to hold a further meeting or meetings to discuss next steps.

4.3 Appointment Process

Trustees and the Student Trustee on the committee are to be designated by the Chair of the Board, in consultation with Trustees.

The Superintendent on the committee is to be designated by the Director of Education.

Principals on the Committee are to be designated by the Superintendent on the committee.

Teachers and the Educational Assistant on the committee shall be chosen in consultation with bargaining units.

Parents are to be recruited via a public recruitment process to be held in September or October 2019.

4.4 Vacancies

In the event of a vacancy, the same process used for initial recruitment shall be followed. Given the limited mandate and timeline for the committee, the committee shall have the discretion to leave vacant positions unfilled.

5. Role of Board Personnel/Staff

5.1 Restrictions of membership

See above.

5.2 Personnel and services

See above.

6 Meetings

6.1 Access to meetings

Meetings of the shall be open, with the exception of any items deemed in camera.

6.2 Election of chairperson and vice-chairperson

The committee shall be co-chaired by a Trustee elected at the first committee meeting and the Superintendent on the committee.

6.3 Quorum

Quorum for committee members shall be 8 out of 15 members.

6.4 Voting

Each member of the committee shall have one vote. Committee members must

be present at meetings in order to exercise their vote.

6.5 Communications/distribution of minutes and agenda

The agenda and minutes of committee minutes shall be distributed to committee members, Trustees and the senior leadership team.

6.6 In camera meetings

Committee discussions shall be held in-camera if they involve specific incidents or individuals.

7 Reporting

7.1 Committee reports to whom

The committee shall report to the Board of Trustees.

7.2 Format of committee report back

Reporting shall be in writing.

7.3 Time frame of committee report back

The committee shall prepare recommendations to the Board of Trustees by the end of February 2020, unless an extension is granted.

Deliverables/Results

Requested/required committee output

The Board shall prepare recommendations to the Board of Trustees.