

RENFREW COUNTY DISTRICT SCHOOL BOARD

ORGANIZATIONAL BOARD MEETING

Wednesday, November 15, 2023

12:00 Noon

AGENDA

1. **CALL TO ORDER**
Secretary of the Board / Interim Director of Education – E. Kelly
2. **TERRITORIAL ACKNOWLEDGMENT**
Secretary of the Board / Interim Director of Education – E. Kelly
3. **INVOCATION**
Secretary of the Board / Interim Director of Education – E. Kelly
4. **APPROVAL OF AGENDA**
5. **DECLARATIONS OF CONFLICT OF INTEREST**
6. **APPROVAL OF MINUTES**
Meeting of October 24, 2023
7. **REFLECTIONS & MOMENT OF SILENCE FOR THE LATE TRUSTEE BRYON MORRIS**
Letter from the Ottawa Catholic School Board P – 1
8. **ELECTION – CHAIRPERSON AND VICE-CHAIRPERSON**
9. **ELECTION - COMMITTEE CHAIRPERSONS** P – 2
10. **REPORTS TO THE BOARD FOR ACTION – SYSTEM**
Signing Officer Resolution P – 3
Borrowing Resolution P – 4
11. **CHAIRPERSON’S ADDRESS**
12. **OTHER BUSINESS**
13. **ADJOURNMENT**



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November 8, 2023

Susan Humphries, Chair
Erin Kelly, Interim Director of Education
Renfrew County District School Board
1270 Pembroke St. West
Pembroke, ON K8A 4G4

By email to: humphriess@rcdsb.on.ca
kellyek@rcdsb.on.ca

Dear Chair Humphries and Director Kelly,

On behalf of the Ottawa Catholic School Board community, we are writing to express our sincere condolences on the loss of your long-serving Trustee and friend, Bryon Morris. He leaves behind a legacy of dedicated service to public education.

Please be assured that our thoughts and prayers are with you, Trustee Morris' family, and your Board and school community during this difficult time. A prayer for Trustee Morris will also be said at the next Board Meeting.

Yours truly,



Thomas D'Amico
Director of Education



Mark D. Mullan
Chairperson

TD:sd

2024 Committees of the Board

STATUTORY COMMITTEES		ADMINISTRATION
Audit (3)	1. Chair of Finance & Resources 2. 3.	Director of Education Jennifer Barnes Tammy Hoffman Dawn White
PIC (2) Parent Involvement Committee	1. 2.	Director of Education Meredith Caplan Jamieson
SEAC (4) Special Education Advisory Committee	1. 2. Alternates: 1. 2.	Jenny Smith Angela McGregor-Stewart Alicia Hilts
SAL (1) Student Alternative Learning	Trustee for the Family of Schools supporting the individual student	Renald Cousineau Jenny Smith Kristin Riddell
Discipline (3)	1. Chair of the Board 2. 3.	Renald Cousineau Jenny Smith Kristin Riddell
STANDING COMMITTEES		
Finance & Resources	Chair: All Trustees	Administration Meredith Caplan Jamieson Dawn White Danielle Beauchamp
Program & Student Achievement	Chair: All Trustees	Administration Meredith Caplan Jamieson Sharon McCafferty Aimee Garcia
Equity & Inclusion	Chair: All Trustees	Administration Meredith Caplan Jamieson Sharon McCafferty Aimee Garcia
Committee of the Whole	Chair: Vice Chair of the Board All Trustees	Administration Meredith Caplan Jamieson Shelley McIntyre
Policy Review (4)	1. Chair of the Board: 2. OPSBA Board Director: 3. 4.	Director of Education Meredith Caplan Jamieson
Director's Review (5)	1. Chair of the Board 2. Vice-Chair of the Board 3. Past Chair 4. Chair of Program & Student Achievement 5. Director of Education	Director of Education Meredith Caplan Jamieson
IEAC (3) Indigenous Education Advisory Council	1. Christina Ruddy, Indigenous Trustee 2. 3.	Renald Cousineau Aimee Garcia
OTHER		
Student Senate (2)	1. 2.	Director of Education Meredith Caplan Jamieson Hannah MacMillan
School Year Calendar (1)	1.	Jenny Smith Alicia Hilts
OPSBA (4) Ontario Public School Board Association	1. Director: 2. Alternate Director: 3. Voting Delegate: 4. Alternate Voting Delegate:	Director of Education Meredith Caplan Jamieson
RCJTC (2) Renfrew County Joint Transportation Consortium	1. Chair of Finance & Resources 2.	Jennifer Barnes Dawn White
AD HOC (as needed)		

2024 Committee Structures

The Renfrew County District School Board (RCDSB) establishes a number of committees to govern the system in an effective and efficient manner, including statutory, standing and ad hoc (as needed) committees. Details regarding the roles and responsibilities of all committees can be found in [RCDSB Policy 10](#).

Statutory Committees

There are four committees required by legislation under the *Education Act* and/or its Regulations.

Audit Committee – Under Ontario Regulation 361/10, the committee has duties related to the board’s financial reporting process, including a review of the board’s financial statements with members of the board, the director of education, a senior business official, and the external auditor(s). The committee has the ability to obtain expert advice, require staff attendance at meetings, hold in-camera meetings with auditors and have full access to all the District’s records. Three members of the board participate on this committee.

Parent Involvement Committee – Under Ontario Regulation 612/00, all school boards in Ontario are required to have a Parent Involvement Committee (PIC). The PIC is an essential advisory body as it supports, encourages and enhances parent/guardian engagement across the District in order to improve student achievement, equity and well-being. PIC serves an integral role by providing parents/guardians with the opportunity to voice their concerns, ideas and challenges. Two members of the board participate on this committee.

Special Education Advisory Committee – Under Ontario Regulation 464/97, every district school board shall establish a Special Education Advisory Committee (SEAC). The SEAC advises trustees and school board administration regarding programs and/or services offered for students with special needs. This committee includes two members of the board and representatives from various local parent/guardian organizations. These representatives serve as advocates for children and their parents/guardians, and, share useful resources on behalf of the associations they represent.

Supervised Alternative Learning – Under Ontario Regulation 374/10, district school boards implement policies and programs, plans and processes that are intended to re-engage youth (14 to 17 years of age) who, for a variety of reasons, may not be attending school, and who therefore may be at risk of not graduating. The purpose of the Supervised Alternative Learning (SAL) committee is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to obtain their Ontario Secondary School Diploma, Ontario Secondary School Certificate or other educational and personal goals. The trustee(s) for each family of schools attend(s) the SAL meetings scheduled for the schools in their respective areas.

Standing Committees

There are **several committees established by the Board** to assist with work of an ongoing or recurring nature. These committees meet on a regular basis.

Finance & Resources Committee – The committee makes recommendations to the Board regarding the annual budget, human resources, asset management, and transportation, with the aim to constantly strengthen the efficiency and sustainability of all operations and infrastructure and to support both student and staff development, and economic responsibility. All trustees take part in this committee.

Program & Student Achievement – The committee makes recommendations to the Board regarding programs that improve student achievement and well-being, including the sharing of best practices that constantly improve engagement, exploration and achievement. All trustees take part in this committee.

Equity & Inclusion – The committee makes recommendations to the Board on safe, positive and inclusive learning environments to enhance the well-being of students and staff, including how best to support an environment that promotes and develops all aspects of wellness, equity and inclusion. All trustees take part in this committee.

Committee of the Whole – The committee provides trustees with information and, if necessary, take action or give direction as to the status of important committee or Board issues. All trustees take part in this committee.

Policy Review Committee – The committee reviews on a regular basis those policies which govern the Board of Trustees. Four members of the board participate on this committee, including the Chair and one trustee who serves as the OPSBA Board Director.

Director's Review Committee – The committee provides an annual evaluation for the Director that culminates with a full review in the fourth year of a five-year contract. Four members of the board participate on this committee, along with the Director of Education.

Indigenous Education Advisory Committee – The committee advises trustees and school board administration regarding the unique needs of identified Indigenous students, as well as shared programming needs and opportunities. Three members of the board (including the Indigenous trustee) participate on this committee.

Discipline Committee - The committee makes recommendations regarding disciplinary matters, including the potential suspension and/or expulsion of students. Three members of the board participate on this committee (including the Chairperson of the Board).

Other Committees

Members of the Board of Trustees also serve on a number of other committees that meet regularly, including: **Student Senate, School Year Calendar Committee, and the Renfrew County Joint Transportation Consortium (RCJTC).**

Our Board has one trustee and one alternate appointed as a Director to the provincial organization, the **Ontario Public School Boards' Association (OPSBA)**. There is also a voting delegate assigned for the Annual General Meeting which may be the Director or another trustee. As well, there are other opportunities for trustees to provide valuable input by being elected regionally to join one of two working groups or providing leadership as Eastern Regional Chair or Vice Chair. Ad hoc committees are also open to trustees from across the province

RENFREW COUNTY DISTRICT SCHOOL BOARD

SIGNING OFFICER RESOLUTION

Whereas Renfrew County District School Board appoints signing officers each year,

BE IT THEREFORE RESOLVED that the signing officers for 2024 be:

- (i) The Chairperson of the Board, _____**
- (ii) A Pembroke Area Trustee, Leo Boland**
- (iii) The Interim Director of Education, Erin Kelly**
- (iv) The Superintendent of Business - Corporate Services, Jennifer Barnes**

I hereby certify that the foregoing is a true copy of a Resolution of Renfrew County District School Board, 1270 Pembroke Street West, Pembroke, in the Province of Ontario duly passed at a meeting of the Board duly held on the 15th day of November 2023, and that the said Resolution is in full force and effect.

DATED this 15th day of November, 2023.

Interim Director of Education

RENFREW COUNTY DISTRICT SCHOOL BOARD**BORROWING RESOLUTION**

Whereas Renfrew County District School Board, 1270 Pembroke Street West, Pembroke, Ontario, deems it necessary to borrow funds not to exceed \$12,000,000 at any one time to meet, until revenues are collected, the current expenditures of the Board for 2024,

BE IT THEREFORE RESOLVED as follows:

1. The signing officers are hereby authorized to borrow from the Bank of Montreal, Pembroke, Ontario, from time to time, a sum or sums not exceeding at any one time \$12,000,000 to meet, until revenues are collected, the current expenditures of the Board for 2024.
2. The signing officers are hereby authorized to sign on behalf of the Board and to secure with the Bank a line of credit for the sum or sums as borrowed with interest at such rate as the Bank from time to time may determine or as governed by an interest calculation agreement with the bank.
3. The Treasurer is hereby authorized and directed to furnish to the said Bank as it may from time to time request a statement showing the nature and amount of the estimated revenues of the current year not yet collected of the estimated revenues of the Board as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year, that have not been repaid.
4. All sums borrowed from the said Bank shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Board for the current year and for any preceding years, as and when such revenues are received.
5. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed from the said Bank, with interest thereon, all of the money hereafter collected or received on account or realized in respect of revenues for the current year and for any preceding years.

CERTIFICATE

I hereby certify that the foregoing is a true copy of a Resolution of Renfrew County District School Board, 1270 Pembroke Street West, Pembroke, in the Province of Ontario duly passed at a meeting of the Board duly held on the 15th day of November, 2023, and that the said Resolution is in full force and effect.

DATED this 15th day of November, 2023.

Interim Director of Education