

**Upper Grand District School Board
Organizational Board Meeting,
Tuesday, December 1, 2020
Minutes**

The Organizational Meeting of the Upper Grand District School Board for the period December 1, 2020 to November 30, 2021 was held virtually and in person on Tuesday, December 1, 2020 in the Board Room at 500 Victoria Road North, Guelph, starting at 7:30 p.m. All members were present. Student Trustees Kim Tran and Taran Fournier were also in attendance.

Meeting Called To Order

The Chief Executive Officer of the Board, Director of Education Rogers, presided and called the meeting to order.

Confirmation of Agenda

Trustee Lustgarten Evoy moved, seconded by Trustee Topping, that the agenda be confirmed as printed.

The motion carried.

Traditional Greeting – Trustee Foley

National Anthem of Canada

Everyone was invited to stand and join in as the video of the National Anthem of Canada was played.

Inaugural Prayers

Pastor Jim Gordon of Elora Road Christian Fellowship Church delivered an Inaugural Prayer. He prayed for mutual compassionate respect and mutual care and concern while working with staff and students as they perform their duties as Trustees for public education.

Due to technical difficulties, Imam Mubeen Butt, Muslim Society of Guelph, was unable to attend.

Process and Procedures for Conduct of Meetings

Chief Executive Officer, Director of Education Rogers commented on the process and procedures to be used for conducting this evening's meeting. Director of Education Rogers advised that Stacey Stahlman of KPMG was named as scrutineer, if required. Due to COVID-19 restrictions, this meeting was held virtually and in person. The voting would

be done through Google forms.

Election of Chair of the Board

The Board proceeded to the election of Chair of the Board for the period December 1, 2020 to November 30, 2021, in accordance with Clause 6 of the Board's By-law No. 1.

Nominations

Trustee Bailey, seconded by Trustee Foley, nominated Trustee Busuttil as Chair of the Board.

Trustee Busuttil agreed to stand as Chair of the Board.

Trustee Foley, seconded by Trustee Campbell, nominated Trustee Ross as Chair of the Board.

Trustee Ross agreed to stand as Chair of the Board.

Trustee Topping, seconded by Trustee Edwards, nominated Trustee MacNeil as Chair of the Board.

Trustee MacNeil agreed to stand as Chair of the Board.

Trustee Lustgarten Evoy moved that the nominations be closed.

The motion carried.

Nominators spoke in support of their nominees for the position of Chair of the Board.

Trustees Busuttil, Ross and MacNeil spoke in support of their nomination to the position of Chair of the Board.

A vote by secret ballot (google form) was conducted in accordance with Clause 8 of the Board's By-law No. 1. The Trustee with the lowest number of votes was removed, and the remaining tie votes were decided by lot in accordance with Section 208(8) of the Education Act.

Trustee MacNeil was declared Chair of the Board for the period December 1, 2020 to November 30, 2021.

Trustee Bailey moved that the ballots be destroyed.

The motion carried.

Organizational Board Meeting, December 1, 2020

Trustee MacNeil took the Chair and presided for the remainder of the meeting.

Inaugural Address

Trustee MacNeil provided her Inaugural Address, a copy of which is attached to the minutes.

Election of Vice-Chair of the Board

The Board proceeded to the election of the Vice-Chair of the Board for the period December 1, 2020 to November 30, 2021, in accordance with Clause 6 of the Board's By-law No. 1. The Chair called for nominations for the position of Vice-Chair of the Board for the period December 1, 2020 to November 30, 2021.

Nominations

Trustee Bailey, seconded by Trustee Foley, nominated Trustee Ross as Vice-Chair of the Board.

Trustee Ross declined the nomination.

Trustee Topping, seconded by Trustee Foley, nominated Trustee Lustgarten Evoy as Vice-Chair of the Board.

Trustee Lustgarten Evoy agreed to stand as Vice-Chair of the Board.

Trustee Edwards, seconded by Trustee Ross, nominated Trustee Busuttil as Vice-Chair of the Board.

Trustee Busuttil declined the nomination.

Trustee Lustgarten Evoy agreed to stand as Vice-Chair of the Board, and spoke in support of her nomination.

Trustee Bailey moved that the nominations be closed.

The motion carried.

Trustee Lustgarten Evoy was declared Vice-Chair of the Board for the period December 1, 2020 to November 30, 2021.

Trustee Lustgarten Evoy expressed thanks for her nomination and spoke in support of her position as Vice-Chair of the Board.

Election of Chairs of the Two Standing Committees

Program Committee

The Board proceeded to the election of the Chair of the Program Committee, in accordance with Clause 10 of the Board's By-law No. 1.

The Chair called for nominations for the position of Chair of the Program Committee for the period December 1, 2020 to November 30, 2021.

Trustee Lustgarten Evoy, seconded by Trustee Bedi, nominated Trustee Topping as Chair of the Program Committee.

Trustee Topping agreed to stand as Chair of the Program Committee, and spoke in support of her nomination.

Trustee Bailey moved that the nominations be closed.

The motion carried.

Trustee Topping was declared Chair of the Program Committee for the period December 1, 2020 to November 30, 2021.

Business Operations Committee

The Board proceeded to the election of the Chair of the Business Operations Committee, in accordance with Clause 10 of the Board's By-law No. 1. The Chair called for nominations for the position of Chair of the Business Operations Committee for the period December 1, 2020 to November 30, 2021.

Trustee Foley, seconded by Trustee Lustgarten Evoy, nominated Trustee Campbell as Chair of the Business Operations Committee.

Trustee Campbell agreed to stand as Chair of Business Operations Committee, and spoke in support of her nomination.

Trustee Topping moved that the nominations be closed.

The motion carried.

Trustee Campbell was declared Chair of the Business Operations Committee for the period December 1, 2020 to November 30, 2021.

Election of Vice-Chair for Each of the Two Standing Committees

Program Committee

The Board proceeded to the election of the Vice-Chair of the Program Committee, in accordance with Clause 10 of the Board's By-law No. 1.

The Chair called for nominations for the position of Vice-Chair of the Program Committee for the period December 1, 2020 to November 30, 2021.

Trustee Ross, seconded by Trustee Bedi, nominated Trustee Lustgarten Evoy as Vice-Chair of the Program Committee.

Trustee Lustgarten Evoy agreed to stand as Vice-Chair of the Program Committee.

Trustee Bailey moved that the nominations be closed.

The motion carried.

Trustee Lustgarten Evoy was declared Vice-Chair of the Program Committee for the period December 1, 2020 to November 30, 2021.

Business Operations Committee

The Board proceeded to the election of the Vice-Chair of the Business Operations Committee, in accordance with Clause 10 of the Board's By-law No. 1.

The Chair called for nominations for the position of Vice-Chair of the Business Operations Committee for the period December 1, 2020 to November 30, 2021.

Trustee Lustgarten Evoy, seconded by Trustee Topping, nominated Trustee Foley as Vice-Chair of Business Operations.

Trustee Foley declined.

Trustee Lustgarten Evoy, seconded by Trustee Topping, nominated Trustee Bailey as Vice-Chair of Business Operations.

Trustee Bailey declined.

Trustee Lustgarten Evoy, seconded by Trustee Topping, nominated Trustee Ross as Vice-Chair of Business Operations.

Trustee Ross declined.

Trustee Edwards, seconded by Trustee Ross, nominated Trustee Lustgarten Evoy as Vice-Chair of Business Operations.

Trustee Lustgarten Evoy agreed to stand as Vice-Chair of Business Operations.

Trustee Topping moved that the nominations be closed.

The motion carried.

Trustee Lustgarten Evoy was declared Vice-Chair of the Business Operations Committee for the period December 1, 2020 to November 30, 2021.

Motion To Rise and Sit in Committee of the Whole

Trustee Topping moved that the Board rise and sit in Committee of the Whole with the Chairperson presiding.

The motion carried.

Royal Bank of Canada

Trustee Ross moved that the Royal Bank of Canada continues to be the Banker for Upper Grand District School Board.

The motion carried.

Authorization For Line of Credit

Trustee Topping moved that the Audit Committee be authorized to activate a line of credit or Banker's Acceptances, up to \$10,000,000 if required, at The Royal Bank of Canada.

The motion carried.

Authorization to Borrow Funds

Trustee Lustgarten Evoy moved that, in accordance with Section 243 of the Education Act, the Board authorize the Chair of the Board and the Director of Education as Secretary-Treasurer to borrow, from time to time, such funds as this Board considers necessary to meet the current expenditures of the Board; further, that the amounts that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the unreceived balance of estimated revenue of the Board for the current year; and that the Chair

of the Board and the Director of Education as Secretary-Treasurer be authorized to sign any required forms.

The motion carried.

Signing Authority

Trustee Bedi moved that:

- a) The signing officers for financial transactions be the Chair of the Board and the Director of Education and Secretary-Treasurer.
- b) The Chair of the Board, Trustee MacNeil, and the Director of Education and Secretary-Treasurer, Dr. Martha C. Rogers, be named as the cheque-signing authorities of the Board for the period December 1, 2020 to November 30, 2021, and that they be authorized to sign the required banking forms, including the authority to make use of a mechanical facsimile of their signatures.
- c) The Royal Bank of Canada be authorized and directed to pay any and all cheques against the account of the Board which may be presented for payment bearing the facsimile signature impressed thereon by mechanical means, of the Chair of the Board and the Director of Education, as Secretary-Treasurer of the Board, to all intents and purposes as though such cheques had been signed in their own handwriting and duly issued by such signing officers with the authority on behalf of the Board. It is also agreed that, in consideration of the Bank's paying or negotiating cheques issued on behalf of the Board and bearing the mechanically imprinted facsimile signature of the Chair of the Board and the Director of Education, as Secretary-Treasurer of the Board, the Board will and hereby does undertake to hold the Bank harmless from, and indemnified against, all losses, costs, damages and expenses arising out of the payment or the negotiation or any cheque on which the facsimile signature has been wrongfully affixed.

The motion carried.

Provision for Reserve

Trustee Foley moved that:

- a) The Board provide for either a Provision for Reserve for Classroom Expenditures or a Transfer from Reserve for Classroom Expenditures.

- b) The Board provide for either a Provision for Reserve for Pupil Accommodation or a Transfer from Reserve for Pupil Accommodation.
- c) The Board provide for either a Provision for Reserve for Special Education or a Transfer from Reserve for Special Education.
- d) The Board provide for either a Provision for Working Funds Reserve or a Transfer from Working Funds Reserve in its Financial Statements equal to the amount of surplus or deficit as determined after the year end audit.
- e) The Director of Education, the Superintendent of Finance or the Executive Officer of Human Resources be authorized to act on behalf of the Board in matters relating to the Canada Revenue Agency.

The motion carried.

Authority to Close School

Trustee Bedi moved that the Director of Education be authorized to act as Agent for the Board on the matter of school closing for a temporary period, in accordance with Section 19 of the Education Act, and that such action be reported to the Board as soon as possible.

The motion carried.

Ontario Public School Boards' Association Membership

Trustee Lustgarten Evoy moved that Upper Grand District School Board's annual membership in the Ontario Public School Boards' Association (OPSBA) be approved for the term of the new Board of Trustees (December 1, 2020 to November 30, 2021).

The motion carried.

Policy 103 Trustee Code of Conduct

In accordance with this Policy, Trustee MacNeil advised that it is the responsibility of the Chair of the Board to bring the Trustee Code of Conduct to the attention of all Trustees at the annual organizational meeting. This serves as a reminder to all Trustees that an acknowledgement of this Code of Conduct was signed at the beginning of the term, (December 2018).

Trustee Representation on Committees

Terms of Reference

Budget Committee

All Trustees were appointed to sit on the Budget Committee for the period December 1, 2020 to November 30, 2021.

Chairs' Committee

The following Trustees were appointed to the Chairs' Committee for the period December 1, 2020 to November 30, 2021:

****Note:** As Trustee Lustgarten Evoy was declared Vice-Chair of the Board, Vice-Chair of Program and Vice-Chair of Business Operations, filling three positions on the committee, Trustees Bedi and Ross were added to fill two positions on the Chairs' Committee.

| | |
|---|-------------------------|
| Chair of the Board | Trustee MacNeil |
| Vice-Chair of the Board | Trustee Lustgarten Evoy |
| Chair of the Program Committee | Trustee Topping |
| Vice-Chair of the Program Committee | **Trustee Bedi |
| Chair of the Business Operations Committee | Trustee Campbell |
| Vice-Chair of the Business Operations Committee | **Trustee Ross |

Statutory Committees

Special Education Advisory Committee (SEAC)

Trustees Edwards and Ross were appointed to the SEAC Committee for the remainder of a four-year term (2018 – 2022).

Audit Committee

Trustees Topping, Lustgarten Evoy and Ross were appointed to the Audit Committee for the remainder of a four-year term (2018 – 2022).

Accessibility Steering Committee

Trustees Lustgarten Evoy, Topping, and Bedi were appointed to the Accessibility Steering Committee for a two-year term (2020 – 2022).

Student Discipline Committee

Trustees Foley, Campbell, Ross, Topping, and Lustgarten Evoy were appointed to the Student Discipline Committee for the remainder of a four-year term (2018 – 2022).

Joint Health and Safety Committee

Trustee Foley was appointed to the Joint Health and Safety Committee for a two-year term (2020 – 2022).

Supervised Alternative Learning

The following Trustees and alternates were appointed to the Supervised Alternative Learning Committee for the remainder of a four-year term (2018 – 2022).

| | | | |
|------------|-----------------|-----------|-------------------------|
| Dufferin | Trustee Topping | Alternate | Trustee Campbell |
| Guelph | Trustee Bedi | Alternate | Trustee Busutil |
| Wellington | Trustee Ross | Alternate | Trustee Lustgarten Evoy |

Parent Involvement Committee (PIC)

Trustee MacNeil was appointed to the Parent Involvement Committee, with Trustees Bedi and Edwards as alternates for a one-year term (2020– 2021).

Advisory Committees

Safe, Equitable and Inclusive Schools Steering Committee

Trustees Bedi and MacNeil and Student Trustee Kim Tran were appointed to the Safe, Equitable and Inclusive Schools Steering Committee for a one-year term (2020 – 2021).

French as a Second Language Advisory Review

Trustee MacNeil volunteered to represent Guelph, Trustee Edwards volunteered to represent Wellington and Trustee Topping volunteered to represent Dufferin. All were appointed to the French as a Second Language Advisory Review Committee a two-year term (2020 – 2022).

Environmental Management Committee

Trustees Foley and Lustgarten Evoy were appointed to the Environmental Management Committee for a one-year term (2020 – 2021).

Learning Choices Committee

Trustees Topping (Dufferin), Busutil (Guelph), Edwards (Wellington County), and Student Trustee Kim Tran were appointed to the Learning Choices Committee for a one-year term (2020– 2021).

First Nations Métis and Inuit Advisory Committee (FNMI)

Trustee Campbell was appointed to the FNMI Committee for the remainder of a four-year term (2018 – 2022).

Student Senate

As Chair of the Board, Trustee MacNeil was appointed to the Student Senate Committee for a one-year term (2020 – 2021). Student Trustees Taran Fournier and Kim Tran were also appointed for a one-year term.

Director's Selection Committee

Trustees MacNeil, Lustgarten Evoy, Campbell, Topping, Bailey, and Ross were appointed to the Director's Selection Committee until the selection process is complete.

Police Presence in Schools

Trustees Foley, Ross, MacNeil and Student Trustee Kim Taran were appointed to the Police Presence in Schools Committee until the end of the term, March 2021.

Trustee Climate Change Committee

Trustees Bailey, Bedi, Edwards, Foley, and Student Trustee Kim Tran were appointed to the Trustee Climate Change Committee for a one-year term (2020 – 2021).

System Committees

Negotiations Steering Committee

****Note:** As Trustee Lustgarten Evoy was declared Vice-Chair of the Board, and OPSBA Alternate, filling two positions on the committee, Trustee Ross was added to fill one position on the Negotiations Steering Committee.

Trustees MacNeil, Lustgarten Evoy, Busuttill, ****Ross** and Topping were appointed to the Negotiations Steering Committee for the remainder of a four-year term (2018 – 2022).

Property Committee

Trustees Busuttill, Lustgarten Evoy and Topping were appointed on the Property Committee for the remainder of a four-year term (2018 – 2022).

Policy Management Committee (PMC)

Trustees, MacNeil, Lustgarten Evoy, Ross, Campbell and Bedi were appointed to the Policy Management Committee for a two-year term (2020 – 2022).

Trustee Code of Conduct

Trustees MacNeil, Lustgarten Evoy and Campbell were appointed to the Trustee Code of Conduct for a one-year term (2020 – 2021).

Eligibility List Selection Committees

- a) Trustee Lustgarten Evoy was appointed to the Secondary Principals' Eligibility List Selection Committee for a two-year term (2020 – 2022).
- b) Trustee Topping was appointed to the Secondary Vice-Principals' Eligibility List Selection Committee for a two-year term (2020 – 2022).
- c) Trustee Topping was appointed to the Elementary Principals' Eligibility List Selection Committee for a two-year term (2020 – 2022).
- d) Trustee MacNeil was appointed to the Elementary Vice-Principals' Eligibility List Selection Committee for a two-year term (2020 – 2022).
- e) Trustees Campbell and Lustgarten Evoy were appointed as alternates to the Eligibility List Selection Committees for a two-year term (2020 – 2022).

Everyday Hero Award Selection Committee

Trustees Edwards, Lustgarten Evoy, Topping, Foley and MacNeil were appointed to the Everyday Hero Award Selection Committee for a one-year term (2020 – 2021).

Appointments to External Boards

Upper Grand Learning Foundation

Trustees Bedi and Edwards were appointed to the Upper Grand Learning Foundation for the remainder of a four-year term (2018 – 2022).

Art Gallery of Guelph

Trustees MacNeil, Lustgarten Evoy and Busutil were appointed to the Art Gallery of Guelph for a two-year term (2020 – 2022).

Ontario Public School Boards' Association

Trustee Busutil was appointed as Director and Voting Delegate to represent the Board at OPSBA meetings for a one-year term (2020 – 2021).

Trustee Lustgarten Evoy was appointed as Alternate to represent the Board at OPSBA meetings for a one-year term (2020 – 2021).

Trustee Bedi moved that the Trustee Representation on Committees and Terms of Reference be received.

The motion carried.

Special Education Advisory Committee Appointment

Trustee Edwards moved that the following representatives of associations and the community be appointed to the Special Education Advisory Committee effective December 1, 2020 to November 30, 2021:

Association for Bright Children - ABC: Jason Offer

Autism Ontario-Wellington County- Alternate: Mandi Naismith

Autism Ontario-Wellington County: Carrie Proudfoot

Canadian Mental Health Association Waterloo Wellington Dufferin: Denise Helm

FASworld Canada (Fetal Alcohol Spectrum Disorders): Laurie Whyte

FASworld Canada (Fetal Alcohol Spectrum Disorders) - Alternate: Danielle Richer

Integration Action for Inclusion in Education and Community (Ontario): Don Richardson

Integration Action for Inclusion in Education and Community (Ontario) - Alternate: Erin Knight

Learning Disabilities Association of Wellington County: Renná Bruce Paonne

Views for the Visually Impaired: Shelly Marks

Views for the Visually Impaired - Alternate: Michelle Barrett

VOICE for Deaf and Hard of Hearing Children: Stacey Stevens

VOICE for Deaf and Hard of Hearing Children - Alternate: Kelsey Noseworthy

The motion carried.

Audit Committee

Trustee Lustgarten Evoy moved that Debbie Speight be approved as external appointment to the Audit Committee for a two-year term (2020 - 2022).

The motion carried.

Meeting Schedule

Trustee Bedi moved that the monthly meeting schedule be as follows:

| | | |
|--------------------------|---|-------------------------------|
| First Tuesday (of month) | - | Program Committee |
| Second Tuesday | - | Business Operations Committee |
| Fourth Tuesday | - | Regular Board Meeting |

The motion carried.

The Board By-law No. 1 states that Board Meetings start at 7:00 p.m.

Trustee Topping moved that the Board continue the practice of holding a Committee of the Whole meeting In Camera (if required) immediately prior to the regular Board meeting, or immediately following the Board meeting.

The motion carried.

Report to the Board

Trustee Foley moved that the Committee of the Whole rise and report to the Board.

The motion carried.

Ratification of Business

Trustee Topping moved, seconded by Bailey, that the business transacted by the Committee of the Whole be now ratified by the Board.

The motion carried.

Adjournment

Trustee Foley moved, seconded by Trustee Bailey, that the Board adjourn and this meeting now close at 9:14 p.m.

The motion carried.

This document is available in alternate formats if required.