



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

CHAIRPERSONS' COMMITTEE MEETING

Wednesday, October 30, 2024 at 6:00 p.m.

Roy H. Wilfong Boardroom
1994 Fisher Drive, Peterborough, ON

OPEN SESSION AGENDA

ITEM 1. **CALL TO ORDER**

ITEM 2. **LAND ACKNOWLEDGEMENT**

ITEM 3. **ADOPTION OF AGENDA**

ITEM 4. **DECLARATIONS OF CONFLICTS OF INTEREST**

ITEM 5. **ADOPTION OF THE MINUTES**

5.1 Thursday, September 12, 2024 Chairpersons' Committee Meeting -**

ITEM 6. **IN-CAMERA SESSION**

ITEM 7. **DIRECTOR'S UPDATE**

ITEM 8. **DECISION REPORTS**

8.1 Review of Board Policy B-1.12, Selection, Appointment and Evaluation of Superintendents – **

8.2 Review of Board Policy BA-6.2, School Openings: New or Expanded Schools, and Board Policy BA-6.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities – **

ITEM 9. **DISCUSSION/INFORMATION ITEMS**

9.1 Student Trustee Initiative - KPR Kudos - **

9.2 Trustee Budget Update - **

ITEM 9. **OTHER BUSINESS**



ITEM 10. **FUTURE MEETING DATES**

Wednesday, January 15, 2025

Wednesday, March 5, 2025

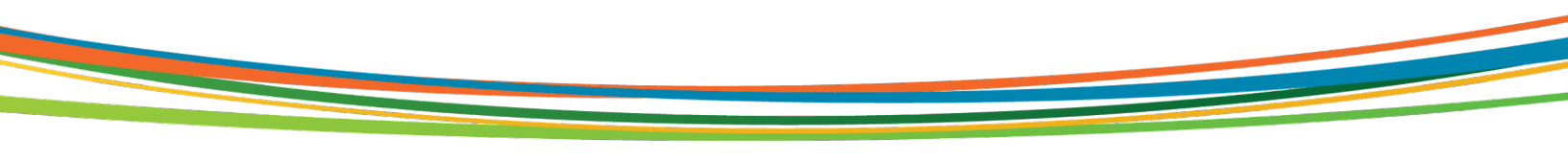
Wednesday, May 14, 2025

ITEM 12. **ADJOURNMENT**

Jaine Klassen Jeninga
Committee Chairperson

– ** copy attached

Note: If unable to attend, please advise Lorraine Haemel, Executive Liaison to the Trustees, at lorraine_haemel@kprdsb.ca.



SUBJECT TO COMMITTEE APPROVAL

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

DRAFT CHAIRPERSONS' COMMITTEE MEETING MINUTES

Held Thursday, September 12, 2024, At 6:00 p.m.
Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, ON

ATTENDANCE

Present: Trustees Jaine Klassen Jeninga (Committee Chairperson/Chairperson of the Board), Angela Lloyd (Vice-chairperson of the Board), Paul Brown (Program Review Committee Chairperson), Diane Lloyd (Resource Committee Chairperson) and Steve Russell (Past Chairperson of the Board).

Also Present: R. Russo; and L. Haemel

Trustees Cathy Abraham and Cyndi Dickson attended virtually via Microsoft Teams.

CALL TO ORDER

The Chairperson called the meeting to order at 6:07 p.m.

LAND ACKNOWLEDGEMENT

Chairperson Klassen Jeninga respectfully acknowledged that the committee was meeting on the traditional territory of the Mississauga First Nations.

ADOPTION OF AGENDA

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee P. Brown

That the agenda be adopted as printed.

CARRIED

DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

ADOPTION OF MINUTES

Tuesday, May 21, 2024 Chairpersons' Committee Meeting

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee Russell

That the minutes from the Tuesday, May 21, 2024 Chairpersons' Committee Meeting, be approved as recorded.

CARRIED

IN-CAMERA SESSION

It was,

Moved by: Trustee Russell
Seconded by: Trustee A. Lloyd

That the committee move into in-camera session (6:10 p.m.).

CARRIED

Following discussion of in-camera agenda items, the committee returned to open session.

DIRECTOR'S UPDATE

Student Voice Project

Director Russo reported that the Director's Student Voice project was one of the priorities presented to the Board on September 26, 2023. The project aimed to elevate student voices, starting with secondary schools across the district.

The project began in October 2023 and concluded in May 2024 involving over 180 secondary school students who participated in focus groups facilitated by Elder Melody Crowe and the Director of Education. The project captured students' perspectives on their school experiences, highlighting both positive aspects and challenges.

The document entitled, *If You Listen, We Will Thrive!*, was shared with the committee. The document provides an overview of the project, key patterns, themes, and individual experiences from student participants. The document is intended to celebrate students' successes and identify future areas for growth.

The project will continue into the 2024-2025 school year, including voices from secondary and elementary school students and staff, supporting the Director's goal to foster strategic innovation through engagement.

Director Russo expressed appreciation to Elder Melody Crowe and the schools that participated in this project.

It was reported that the costs associated with the project were minimal and covered by the Director's Office budget.

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee D. Lloyd

That the Student Voice Project Report, dated September 12, 2024, be received for information.

CARRIED

DECISION REPORTS

Policy Review for 2024-2025

Director Russo informed committee members that, according to Board Policy B-1.1, Board Operation and Policy Development and Management, administration is to review Board policies on a five-year cycle. Administration recommends that the policies written or revised in 2020 and are up for review.

Policy #	Title	Committee	Responsibility
B-1.4	Signing Officers of the Board	Resource	Foster
B-6.1	School Councils	Chairpersons'	Director/Kidd
B-6.2	School Council Associations	Chairpersons'	Director/Kidd
BA-1.2	Pupil Accommodation Review: School Closure/Consolidation	Resource	Director/Foster
BA-1.3	Cafeteria Services	Resource	Foster
BA-4.7	Fidelity Insurance	Resource	Foster
BA-6.4	Security	Resource	Payne
BA-6.5	Surplus Board Real Estate – Disposal/ Rental	Resource	Foster
BA-6.7	Vandalism – Acts Against Board Property	Resource	Payne
BA-7.3	School Generated Funds	Resource	Foster
BA-8.1	Student Eligibility	Resource	Foster
BA-8.2	Bus Operator Contracted Services	Resource	Foster
BA-8.3	Route Operation	Resource	Foster

BA-8.4	Safety and Conduct on School Buses	Resource	Foster
BA-8.5	Bus Accidents and Resulting Injuries	Resource	Foster
BA-20	Inclement Weather	Resource	Director/Ford
ES-3.3	Selection, Approval and Reconsideration of Learning Resources	Program	McNaughton
ES-3.5	Homework	Program	McNaughton

The following policies, written or revised in 2019, are in progress:

Policy #	Title	Committee	Responsibility
B-1.2	Code of Conduct	Chairpersons'	Director
B-1.5	Student Trustees	Chairpersons'	Director
B-1.7	Video Surveillance	Resource	Ford
B-3.1	Strategic Planning and Priorities	Chairpersons'	Director
B-4.2	Trustee Attendance at Workshops, Conferences and Conventions	Chairpersons'	Director
B-7.2	Volunteers	Chairpersons'	Director/Kidd
B-8.1	Partnerships in Education	Resource	Foster
BA-1.1	Records Management	Resource	Director/Kidd
BA-6.2	School Openings – New or Expanded Schools	Chairpersons'	Director
BA-6.6	Trespass – Unlawful Use of Board Property	Resource	Ford
ES-4.2	Recognition of Student Success	Program	McNaughton
ES-5.1	Student Registration/Admission	Resource	Ford
HR-4.1	Occupational Health and Safety	Resource	Loya
HR-4.2	Workplace Harassment	Resource	Loya
HR-6.1	Leave of Absence (<i>will be rescinded and content moved to new HR-2.0, Working Conditions policy</i>)	Resource	Loya

The following policies, written or revised in 2018, are in progress:

Policy #	Title	Committee	Responsibility
BA-7.2	Environment and Energy	Resource	Payne

ES-1.2	Pediculosis in Schools <i>(will be rescinded and replaced by new ES-1.5.3)</i>	Resource	Ford
ES-1.5	Health and Medical Needs	Resource	Ford

The following policies, written or revised in 2017, are in progress:

Policy #	Title	Committee	Responsibility
B-6.4	Student Government in Schools	Chairpersons'	Director/Brake
HR-2.1	Compensation for Employees <i>(will be rescinded and content moved to new HR-2.0, Working Conditions policy)</i>	Resource	Loya
HR-5.3	Code of Conduct for Employees	Resource	Loya

The following policies, written or revised in 2016, are in progress:

Policy #	Title	Committee	Responsibility
ES-2.2	School Organization	Resource	Ford
ES-3.6	Program Safety	Program	Ford

Director Russo expressed commitment to bringing policies from 2016 and 2017 forward by December.

Questions of clarification were asked by committee members and addressed by Director Russo.

It was,

Moved by: Trustee A. Lloyd
 Seconded by: Trustee D. Lloyd

That the Policy Review for 2024-2025 Report, dated September 12, 2024, be received for information.

CARRIED

Review of Board Policy B-1.2, Trustee Code of Conduct

Director Russo guided the committee through recommended revisions to Board Policy B-1.2, Code of Conduct, as a result of The Better Schools and Student Outcomes Act, 2023 and the Ministry of Education's (Ministry) amended Ontario Regulation 312/24 Member of School Boards – Code of Conduct.

This regulatory reform will establish consistent provincial standards for trustee conduct, a transparent and consistent process for resolving code of conduct complaints and

provide a financial sanction that Integrity Commissioners could impose when a determination is made that a trustee has breached the Code.

Board Policy B-1.2, Code of Conduct, has been renamed as Board Policy B-1.2, Trustee Code of Conduct, and revised to reflect the regulatory reforms of Ontario Regulation 312/24, Member of School Boards – Code of Conduct. Extensive discussion ensued and questions of clarification were addressed by J. Klassen Jeninga and R. Russo.

It was,

Moved by: Trustee Russell
Seconded by: Trustee A. Lloyd

That Board Policy B-1.2, Code of Conduct, be approved as revised.

CARRIED

Review of Board Policy B-2.1, Board and Committee Meetings

Director Russo reported that with The Better Schools and Student Outcomes Act, 2023, the Ministry has introduced regulatory reforms that strengthen school board governance and accountability. The Ministry has also amended Ontario Regulation. 463/97: Electronic Meetings and Meeting Attendance, to promote and enhance accountability, transparency, and public confidence in the education system.

This regulatory reform will establish new requirements for in-person trustee attendance at Board meetings to enhance accountability and transparency.

Board Policy B-2.1, Board and Committee Meetings, section 6.12 has been revised to reflect the regulatory reforms of Ontario Regulation 463/97.

Trustees reviewed this policy in depth and provided suggestions for further minor revisions.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee A. Lloyd

That Section 6.6.21 of Board Policy B-2.1, Board and Committee Meetings be struck from the policy.

CARRIED

It was,

Moved by: Trustee Russell
Seconded by: Trustee P. Brown.

That the meeting be extended (8:01 p.m.)

CARRIED

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee A. Lloyd

That Board Policy B-2.1, Board and Committee Meetings, be approved as revised.

CARRIED

DISCUSSION/INFORMATION ITEMS

Trustee Budget Update

Chairperson J. Klassen Jeninga spoke to the Trustee Budget Update noting the Chairpersons' Committee reviews the trustee budget and expenditures accounts at each Chairpersons' Committee meeting. It was noted that expenses remain below the budgeted amount.

Account Description	Total	Budget	Available	% Spent
Honorarium	150723.25	155,514.00	4,790.75	96.92%
Benefits	9,140.36	8,986.00	-154.36	101.72%
P.D. Non-academic	31,568.48	28,000.00	-3,568.48	112.74%
P.D. Non-academic (Student Trustees)	8,326.42	10,000.00	1,673.58	83.26%
Photocopying	3,443.09	6,000.00	2,556.91	57.38%
Mileage	25,973.15	32,981.00	7,007.85	78.75%
Other Travel	716.62	3,000.00	2,283.38	23.89%
Telephone	8,945.42	13,900.00	4,954.58	64.36%
Supplies	8,416.97	8,000.00	-416.97	105.21%
Grand Total:	\$247,253.76	\$266,381.00	\$19,127.24	\$92.82%

It was requested that this report be updated with the most up to date expenses for the September 24, 2024 Board meeting.

It was,

Moved by: Trustee Russell
Seconded by: Trustee A. Lloyd

That the Trustee Budget Update Report, dated September 12, 2024, be received for information.

CARRIED

Trustee Expenditures September 1, 2023 to August 31, 2024

Chairperson J. Klassen Jeninga spoke to the report noting in accordance with the Ministry of Education's Trustee Expenditure Guideline, and Board Policy BA-4.9,

Expenses and Reimbursements for Trustees, each trustee's annual expenditure will be made public at the end of each school year. This report displays individual charges by trustee, including professional development, mileage, cell phones and additional expenses up to August 31, 2024.

Trustee	Professional Development	Mileage or Other Travel	Cell Phone Expenses	Additional Expenses	Total
Abraham, Cathy**		2,473.38	828.78	-	3,302.16
Brown, Paul	1,496.68	2,683.00	381.61	-	4,561.29
Brown, Terry	1,840.06	2,291.22	269.43	92.27	4,492.98
Conway, Sean	918.41	-	258.36	-	1,176.77
Dickson, Cyndi	3,916.42	3,497.21	1,053.94	-	8,467.57
Flynn, Kathleen	2,079.76	1,405.06	330.50	27.70	3,843.02
Kitney, Rose	4,094.11	543.56	796.38	194.30	5,628.35
Klassen Jeninga, Jaine	5,102.64	5,384.84	348.04		10,835.52
Lloyd, Angela	4,060.78	2,980.63	1,336.01	18.39	8,395.81
Lloyd, Diane	4,123.98	2,161.21	685.99	138.56	7,109.74
Russell, Steve	3,844.77	752.72	1,152.96	28.93	5,779.38
Alshraideh, Albatoul	3,389.65	790.06	129.24	-	4,308.95
Thomas, Jillian	2,192.78	1,726.88	129.64	-	4,049.30
In-coming Student Trustees	2,743.99	-	1,512.77	-	4,256.76
Total	\$39,804.03	\$26,689.77	\$9,213.65	\$500.15	\$ 76,207.60

** Trustee Abraham's term as President of the Ontario Public School Board Association (OPSBA) ended in June 2024. Professional Development fees for Trustee Abraham for 2023-2024 were funded by OPSBA.

It was reported that the expenditure of trustees as of August 31, 2024 is approximately \$2.14 per student.

Committee members reviewed the expenditures and asked questions of clarification which were addressed by J. Klassen Jeninga, R. Russo or L. Haemel.

It was,

Moved by: Trustee P. Brown
 Seconded by: Trustee D. Lloyd

That the Trustee Expenditures September 1, 2023 to August 31, 2024 Report, dated September 12, 2024, be received for information.

CARRIED

OTHER BUSINESS

Director Russo requested feedback concerning a Trustee and Senior Administration Strategic Planning session in December. It was agreed that a December strategic planning day is not required this year.

ADJOURNMENT

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee P. Brown

That the meeting be adjourned (8:55 p.m.).

CARRIED

Jaine Klassen Jeninga
Committee Chairperson

DRAFT

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy B-1.12, Selection, Appointment and Evaluation of Superintendents**

INITIATOR: Rita Russo, Director of Education

BACKGROUND

1. The Resource Committee reviewed newly developed Board Policy B-1.12, Selection, Appointment and Evaluation of Superintendents, at their June 5, 2024 meeting. At that time language from Section 6.3 was struck prior to the policy moving forward to the June 18, 2024 Board meeting.

6.3 Evaluation of Superintendents

The Board requires the evaluation of progress made by staff toward established goals.

In September of each year, superintendents shall submit to the Director of Education their goals and objectives related to the superintendent's responsibilities based on the Board's current multi-year strategic plan, and priorities and performance goals in accordance with the portfolio. In May/June of each year the accomplishment of the superintendent of the agreed upon goals shall be evaluated by the Director of Education and the results filed in the Director's Office. ~~The Director of Education will solicit input from the local trustee(s) to assist in the development of the performance evaluation.~~

2. At the June 18, 2024 Board meeting, the Board of Trustees approved the policy with the changes outlined in Section 6.3.

STATUS

3. Section 6.3 of Board Policy B-1.12, Selection, Appointment and Evaluation of Superintendents, has been further updated to reflect the current practice related to the evaluation of superintendent accomplishments by the Director of Education.

BUDGET IMPLICATIONS

4. There are no budget implications associated with the revision of this policy.

RECOMMENDATION

1. That Board Policy B-1.12, Selection, Appointment and Evaluation of Superintendents, be approved as revised.

Rita Russo
Director of Education



Kawartha Pine Ridge District School Board

Policy Statement

Policy Name: Selection, Appointment and Evaluation of Superintendents

Policy Code: B-1.12

Section: Board and Community

Established: June 18, 2024,

Revised or

Reviewed: DRAFT October 15, 2024; DRAFT October 30, 2024

1. Policy Statement

Fair and equitable selection processes shall be used to identify and select the best candidate. Such processes shall be developed in compliance with the requirements of the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act.

Recruitment shall be conducted with a commitment to building a diverse workforce that reflects the diversity of the communities the Board serves. To further this commitment, recruitment strategy should include outreach recruitment tactics to diversify the applicant pool.

The operation of this policy will adhere to the principles in all policies and administrative regulations, with particular emphasis on Board Policy B-3.2, Equity, Diversity and Inclusion.

2. Objective

The Kawartha Pine Ridge District School Board recognizes the importance of attracting and appointing to positions, quality candidates with particular focus on student achievement.

3. Definitions

Administrative Official

For purposes of this policy, administrative official shall mean the positions of Director of Education and Secretary, superintendent, principal, vice-principal, manager or supervisor.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Designate

A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairpersons, Director, or other employee, as appropriate.

Immediate Family Member

Includes, but is not limited to, spouse, parent, child, sibling, grandparent/grandchild, and/or in-law, foster, step, or family of choice equivalent as appropriate.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

4. Application

The process for appointment to the positions of superintendent are included in this policy for use by the Board of Trustees and the Director of Education in filling vacancies for these positions.

5. Responsibility

The Board of Trustees will be responsible for the appointment to positions of superintendent. The Director of Education will participate in the selection of superintendents alongside the Board of Trustees. Appointment to all other positions is the responsibility of the Director of Education or designate.

6. Policy

6.1 Selection and Appointment to the Position of Superintendent

6.1.1 The Director of Education will be responsible for overseeing the selection process for positions of superintendent in consultation with the Board. The Board of Trustees is responsible for making the appointment.

6.1.2 When a vacancy occurs in any of the positions of superintendent, the Director of Education in consultation with the Board of Trustees will follow the procedures described below to hire a suitable replacement. Recruitment and selection will be accomplished in such a manner as to ensure:

6.1.2.1 meeting the needs of the particular position,

- 6.1.2.2 sufficient advertising to encourage a qualified pool of candidates,
 - 6.1.2.3 a fair and equitable selection process to identify and select the best candidate, and
 - 6.1.2.4 clarification of the contractual relationship between the Board of Trustees and the selected candidate, if applicable.
- 6.1.3 The Board of Trustees and Director of Education may employ the services of a recruitment consultant, where appropriate.
- 6.1.4 The Chairpersons' Committee and Director of Education will:
- 6.1.4.1 review and screen initial applications,
 - 6.1.4.2 schedule interviews with selected applicants,
 - 6.1.4.3 plan the structure of the interviews, and
 - 6.1.4.4 set the terms of the personal services contracts for all positions of superintendent.
- 6.1.5 The Director of Education will:
- 6.1.5.1 prepare data and materials required for the recruitment process,
 - 6.1.5.2 arrange for advertising, and
 - 6.1.5.3 consult with a recruitment consultant (if appropriate).
- 6.1.6 The Chairpersons' Committee and Director of Education will:
- 6.1.6.1 determine the responsibilities of staff in assisting with recruitment,
 - 6.1.6.2 form a short list of superintendent candidates for interview, and final selection by the Board of Trustees and the Director, and
 - 6.1.6.3 identify the successful candidate.
- 6.1.7 Appointments to the position of superintendent will be made in a special report to the Board of Trustees.

6.2 Relatives of the Director of Education and Board Members

- 6.2.1 It is the policy of the Board, in the recruitment to the Board of new employees, in making internal appointments, and in effecting internal transfers of employees, to avoid situations where the Director of Education or a trustee has decision-making responsibility for such recruitment, appointment, or transfer involving the Director of Education's or the trustee's immediate family as appropriate. Accordingly, the Director of Education and trustees may not participate in the process for such recruitment, appointment, or transfer where a member of the immediate family is an applicant or candidate. However, a candidate shall not otherwise have their employment opportunity limited solely on the basis of their relationship with the Director of Education or a trustee.
- 6.2.2 It is the policy of the Board to avoid situations where an administrative official has direct supervisory responsibility for the administrative official's immediate family member as appropriate.
- 6.2.3 Where the immediate family member of an administrative official or a trustee is recommended for appointment as a new employee, or to a position of responsibility requiring the approval of the Board, the relationship shall be noted in the recommendation to the Board.

6.3 Evaluation of Superintendents

The Board requires the evaluation of progress made by staff toward established goals.

~~In September~~ By October of each year, superintendents shall submit to the Director of Education their annual goals and objectives related to the superintendent's responsibilities based on the Board's current multi-year strategic plan, and priorities and performance goals in accordance with the portfolio. Evaluation of progress shall be conducted every second year. A documented summary of progress shall be filed in the Director's Office. ~~In May/June of each year the accomplishment of the superintendent of the agreed upon goals shall be evaluated by the Director of Education and the results filed in the Director's Office.~~

6.4 Succession Planning

The Board supports the development and use of the Board's Succession and Talent Development Plan for all employee groups.

7. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.4, Accessibility for Persons with Disabilities](#)

[HR-1.0, Careers](#)

Administrative Regulations:

[HR-1.0.1, Recruitment, Hiring and Employment](#)

Other:

[KPR Mission, Vision and Values](#)

[KPR Strategic Plan](#)

8. Reference Documents

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Human Rights Code](#)

Other:

[Calls for Justice for Missing and Murdered Indigenous Women and Girls](#)

[Truth and Reconciliation Commission of Canada 94 Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy BA-6.2, School Openings: New or Expanded Schools, and Board Policy BA-6.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities**

INITIATOR: Rita Russo, Director of Education

BACKGROUND

1. Board Policy B-1.1, Board Operation and Policy Development and Management, states that policies are to be reviewed on a five-year cycle. In accordance with the Policy Review Schedule for 2024-2025, Board Policy BA-6.2, School Openings: New or Expanded Schools, has been reviewed.

STATUS

2. Upon examining Board Policy BA-6.2, School Openings: New or Expanded Schools, it was evident that the information within this policy should be integrated into BA-6.1, Naming/Renaming of Schools and Board Facilities.
3. The suggested revisions for Board Policy BA-6.1, Naming/Renaming of Schools and Board Facilities (Appendix A), include updates based on the relocation of content from Board Policy BA-6.2, School Openings: New or Expanded Schools (Appendix B), as well as other relevant updates.
4. Newly revised Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities (Appendix C), and newly created Administrative Regulation BA-6.1.1A, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities: Appendix A: Principal's Sample Ceremony Checklist (Appendix D) have been included for your information.
4. Board Policy BA-6.2, School Openings: New or Expanded Schools, is to be rescinded.

BUDGET IMPLICATIONS

5. There are no budget implications associated with the revision of this policy.

Review of Board Policy BA-6.2, School Openings: New or Expanded Schools, and Board Policy BA-6.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities

RECOMMENDATIONS

1. That Board Policy BA-6.2, School Openings: New or Expanded Schools, be rescinded.
2. That Board Policy BA-6.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities, be approved as revised.

Rita Russo
Director of Education



Kawartha Pine Ridge District School Board

Policy Statement

Policy Name: Naming/Renaming and Opening Ceremonies of Schools and Board Facilities **Policy Code: BA-6.1**

Section: Business and Administrative Services

Established: April 29, 1999

Revised or

Reviewed: October 27, 2005; October 29, 2009; April 16, 2014; April 25, 2019;
May 28, 2024; DRAFT October 15, 2024; DRAFT October 30, 2024

1. Policy Statement

The Kawartha Pine Ridge District School Board recognizes that schools and Board facilities are an integral part of the community in which they are situated and serve.

The Board will conduct official opening ceremonies for new or expanded schools, and the naming or renaming of any new or existing school will involve consultation with students, staff, families, local communities, and partners, as decided by the Board of Trustees.

2. Objective

This policy will establish the parameters for opening ceremonies appropriate to the completion of a new school or an addition to an existing school and the naming and renaming of schools and Board facilities. This policy will ensure clarity, fairness and transparency regarding the process of naming and renaming through consultation.

3. Definitions

Ad Hoc Committee

An ad hoc committee is a temporary committee established with the sole mandate to resolve a specific issue and is dissolved when the specific task is complete.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Consultation

A process of seeking guidance, information, and opinions from stakeholders, including students, staff, families, local communities, and partners, to inform decision-making by the Board of Trustees.

Cornerstone

An essential design feature that marks the start of the school or facility's opening.

Facility

A building that is owned by KPR but is not functioning as a school.

Opening Ceremony

An event that marks the official commencement or inauguration of a school or facility. This event typically includes speeches, the presence of dignitaries, and various ceremonial activities to celebrate the opening.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School

A place of teaching and learning for KPR students.

School Plaque

A school plaque is a commemorative or informative sign typically mounted on a wall within a school building or facility. It serves to recognize significant events, achievements, or individuals associated with the school or facility, such as the opening of a new building.

4. Application

This policy applies to all trustees and staff members who are involved in the completion of a new school or an addition to an existing school or Board facility and to those considering a name change for an existing school or Board facility.

5. Responsibility

The Board of Trustees will have final approval for the naming or renaming of a school or Board facility based on names as recommended by the ad hoc naming committee.

The Director of Education will ensure the establishment of the ad hoc naming committee and will determine and allocate staff and other resources required to support this policy and related administrative regulation.

6. Policy

6.1 Naming/Renaming of Schools and Board Facilities

As identified in the guiding principles, as outlined in this policy's associated Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities, principles of fairness and transparency will be supported in the naming and renaming of schools and Board facilities.

The Board will ensure that the relevant community is involved in the request of the formation of an ad hoc naming committee while also ensuring that wider KPR community has input if and when a committee is formed. The membership and duties of the ad hoc naming committee are outlined in Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities.

6.2 New Schools and Major Renovations

New schools and major additions to schools or facilities shall be opened in an official manner with a program that follows expectations described in the administrative regulation.

6.3 Expansions to Schools

Expansions may be opened with a less formal program established through the administrative regulation.

6.4 School Plaques

Plaques to identify new construction and major alterations shall be inscribed with the names of the Chairperson and members of the Board of Trustees in office at the date of the official opening together with the name of the Director of Education.

6.5 Cornerstone

A cornerstone inscribed with the year of school opening/expansion will be incorporated into the construction of the new school or major expansion.

6.6 Funding of Opening Ceremonies

The Board will consider the need for school opening ceremonies within the upcoming budget year and shall provide sufficient funds to complete 6.2, 6.3, 6.4 and 6.5 above.

7. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

Administrative Regulations:

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

[BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities](#) (new version to be linked)

BA-6.1.1A, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities: Appendix A: Principal's Sample Ceremony Checklist (to be linked)

Other:

[KPR Mission, Vision and Values](#)

[KPR Strategic Plan](#)

8. Reference Documents

Legislation:

[Education Act](#)

[Human Rights Code](#)

Other:

[Calls for Justice for Missing and Murdered Indigenous Women and Girls](#)

[Truth and Reconciliation Commission of Canada 94 Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD****POLICY STATEMENT**

Section: Business and Administrative Services

- **Property and Facilities Services**

Policy: SCHOOL OPENINGS – NEW OR EXPANDED SCHOOLS**Policy Code: BA-6.2****Page 1**

The Kawartha Pine Ridge District School Board will conduct an official opening ceremony appropriate to the completion of a new school or an addition to an existing school.

1. New Schools and Major Renovations

New schools and major additions to schools shall be opened in an official manner with a program that follows the established Board protocol. The Board will host the official opening ceremony. Arrangements for an official opening of a new school or major renovation shall be made by the principal, staff of the school, and the school council, in consultation with the appropriate superintendent of student achievement and the Chairperson of the Board and the local trustee representative(s).

2. Expansions to Schools

Expansions may be opened with a less formal program established through administrative regulations.

3. School Plaques

Plaques to identify new construction and major alterations shall be inscribed with the names of the Chairperson and members of the Board in office at the date of the official opening together with the name of the Director of Education.

4. Cornerstone

A cornerstone inscribed with the year of school opening/expansion will be incorporated into the construction of the new school or major expansion.

5. Funding of Opening Ceremonies

The Board will consider the need for school opening ceremonies within the upcoming budget year and shall provide sufficient funds to complete 1, 2, 3 and 4 above.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Property and Facilities Services**

**Policy: SCHOOL OPENINGS – NEW OR EXPANDED
SCHOOLS – continued**

**Policy Code: BA-6.2
Page 2**

6. Naming of New Schools

New schools shall be named in accordance with Board Policy No. BA-6.1, Naming/Renaming of Schools and Board Facilities.

Established: January 20, 2000 Revised/Reviewed: November 25, 2004
October 23, 2008
April 16, 2014
April 25, 2019



Kawartha Pine Ridge District School Board

Administrative Regulation

Regulation Name: Naming/Renaming and Opening Ceremonies of Schools and Board Facilities **Regulation Code:** BA-6.1.1

Section: Business and Administrative Services **Policy Code Reference:** BA-6.1

Established: June 14, 1999

Revised or

Reviewed: April 16, 2014; April 25, 2019; May 6, 2024; October 15, 2024

1. Objective

The guiding principles included in this administrative regulation support an inclusive, transparent and equitable approach to the naming or renaming of a school or Board facility. They will ensure that the impacted school community is involved in the request of the formation an ad hoc naming committee while also ensuring that the wider KPR community has input.

This regulation will set guidelines for opening ceremonies for new or expanded schools and the naming or renaming of schools and Board facilities, ensuring clarity, fairness, and transparency through consultation.

2. Definitions

Ad Hoc Committee

An ad hoc committee is a temporary committee established with the sole mandate to resolve a specific issue and is dissolved when the specific task is complete.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Consultation

A process of seeking guidance, information, and opinions from stakeholders, including students, staff, families, local communities, and partners, to inform decision-making by the Board of Trustees.

Cornerstone

An essential design feature that marks the start of the school or facility's opening.

Facility

A building that is owned by KPR but is not functioning as a school.

Opening Ceremony

An event that marks the official commencement or inauguration of a school or facility. This event typically includes speeches, the presence of dignitaries, and various ceremonial activities to celebrate the opening.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School

A place of teaching and learning for KPR students.

School Plaque

A school plaque is a commemorative or informative sign typically mounted on a wall within a school building or facility. It serves to recognize significant events, achievements, or individuals associated with the school or facility, such as the opening of a new building.

Student Trustee

An elected student representative to the Board of Trustees to advocate for student voice and perspective within the Board.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

3. Application

This policy applies to all trustees and staff members who are involved in the completion of a new school or an addition to an existing school or Board facility and to those considering a name change for an existing school or Board facility.

4. Responsibility

The Director of Education will ensure the establishment of the ad hoc naming committee and will determine and allocate staff and other resources required to support the policy and this administrative regulation.

5. Procedure

5.1 Guiding Principles for Naming/Renaming Schools or Board Facilities

When naming or renaming a KPR school or Board facility, the following guiding principles will be followed to build positive climate that reflects the diversity of KPR students and communities, values their voices, and fosters a culture of equity, inclusion, dignity and mutual respect.

5.1.1 Proposed names will:

5.1.1.1 align with KPR's commitment to relationship with Indigenous Peoples, human rights, equity, diversity and inclusion and reflect the diversity of the communities within the Board's jurisdiction in terms of gender, race, disability, ethnicity, etc.,

5.1.1.2 be distinct from other names of schools and facilities across the district,

5.1.1.3 include a process of consultation with Indigenous communities before, during and after the naming process, starting with the Indigenous Education Advisory Committee,

5.1.1.4 be secular in nature,

5.1.1.5 not be that of a current Board member or employee.

5.1.2 As part of the naming process, consideration may also be given to:

5.1.2.1 the traditional territory or Indigenous name which once applied to the area in which the school is located,

5.1.2.2 the name of the area/local community the school or building will serve,

5.1.2.3 the name of the street on which the school, special area of the school or the facility faces.

5.2 Ad Hoc Naming Committee

- 5.2.1 For the naming of each school or building, the appropriate superintendent will bring forward to the Board of Trustees a recommendation that an ad hoc naming committee be formed.
- 5.2.2 The committee, whose membership will be approved by the Board of Trustees, will include:
 - 5.2.2.1 the trustee(s) representing the area in which the school will be located,
 - 5.2.2.2 one trustee from another part of the jurisdiction, that trustee being chosen by the Board of Trustees,
 - 5.2.2.3 one student trustee, with superintendent support, who will collect and share student voice and perspective from each existing school which will be affected by the new school attendance areas,
 - 5.2.2.4 the superintendent for the Family of Schools (FOS) who will act as chairperson,
 - 5.2.2.5 the principal, or principal designate, of the school,
 - 5.2.2.6 the Communications Officer, or designate,
 - 5.2.2.7 one parent representative, to be chosen by the school council, from each existing school which will be affected by the new school's attendance areas, and
 - 5.2.2.8 one community member, to be chosen by the school council(s), representing the school community(ies) which will be affected by the new school's attendance areas.
- 5.2.3 All members of the ad hoc naming committee will have voting privileges.

5.3 Newly Constructed Schools or Additions

- 5.3.1 The ad hoc naming committee will convene before the start of construction, with the intent of having a name established as early as possible, ideally before the sod-turning ceremony.
- 5.3.2 The ad hoc naming committee will invite suggested names from:

- 5.3.2.1 adjacent schools, including parent(s)/guardian(s), students and staff,
- 5.3.2.2 the community served by the school or facility,
- 5.3.2.3 Board staff.
- 5.3.3 These notifications will include the guidelines established within Board Policy BA-6.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities, and specify the date by which submissions must be received by the ad hoc naming committee.
- 5.3.4 The notifications also will request a detailed background and rationale for each name submitted to the ad hoc naming committee.
- 5.3.5 The ad hoc naming committee will request permission to let a name stand, where appropriate; for example, where a person's name is suggested, that person and/or the individual's immediate family will be contacted for such permission.
- 5.3.6 The ad hoc naming committee will establish a short list of no more than three names, in descending order of priority.
- 5.3.7 The ad hoc naming committee will provide a report to the Board of Trustees with all three names, recommending one of those names for Board of Trustee approval.

5.4 Renaming of Existing Schools

- 5.4.1 Any proposal or request for a name change will be referred to the Chairpersons' Committee for consideration.
- 5.4.2 Should the Chairpersons' Committee and the Board of Trustees decide to proceed, an ad hoc committee will be struck, with membership as outlined in Section 5.2.2.
- 5.4.3 The ad hoc committee, in addition to fulfilling the procedures noted in Section 5.3 (5.3.1 to 5.3.7), will:
 - 5.4.3.1 inform the individual or group proposing the name change of the process to be followed,
 - 5.4.3.2 consult with staff, students and the school council of the affected school, and
 - 5.4.3.3 advertise and ensure opportunity for community input.

5.5 Naming of a Facility

- 5.5.1 Components of a school facility (e.g., library/gymnasium/track) may be named or otherwise recognized upon request by the school community.
- 5.5.2 School-based facility designations shall be by motion of the Board, in alignment with the broader principles of the policy and this administrative regulation.
- 5.5.3 Non-school-based facilities may be titled by senior administration, for operational purposes or functionality, in alignment with the broader principles of the policy and this administrative regulation.

5.6 New Schools and Major Renovations

5.6.1 Groundbreaking – New School

For all new school builds there will be a planned groundbreaking ceremony, the purpose of which will be to celebrate the groundbreaking of the new school. The Office of the Director and Corporate Affairs will coordinate to plan this event.

As per Ministry direction, the Facilities Services Department will coordinate with the Ministry of Education to prominently display signage at the site of construction that identifies the support of the Government of Ontario.

The groundbreaking ceremony will be conducted in an official manner. Invitees will include but will not be limited to the Chairperson of the Board, trustees, the Director of Education, the FOS superintendent, the Minister of Education, local Members of Provincial Parliament, the architect, the contractor's representative and local media.

5.6.2 Opening Ceremony – New School

For all new school builds there will be a planned opening ceremony, the purpose of which will be to celebrate the official opening of the new school. The Office of the Director and Corporate Affairs will coordinate to plan this event.

Arrangements for an official opening of a new school or major renovation shall be made by the principal in cooperation with the Office of the Director of Education, the FOS superintendent and a Ceremony Planning Committee.

The principal shall establish a Ceremony Planning Committee including representation of the following groups: teaching and support staff, students, school council, and key community members including those serving within the First Nations Community.

The principal will:

- Prepare a ceremony checklist (see Administrative Regulation BA-6.1.1A: Naming/Renaming and Opening Ceremonies of Schools and Board Facilities: Appendix A: Principal's Sample Ceremony Checklist.
- Request a permit for the use of the school, if necessary.

The opening ceremony will be conducted in an official manner. Invitees will include but not be limited to the Chairperson of the Board, trustees, the Director of Education, superintendents, executive officers, Facilities Services staff, Union Presidents, school council chairperson, the Minister of Education, local Members of Provincial Parliament, City Mayor, local Councillor, the architect, the contractor's representative and local media

5.7 Expansions to Schools or School Additions

Arrangements for an official opening of an expansion shall be made by the principal, staff of the school, and the school council in consultation with the FOS superintendent.

The opening ceremony may be conducted in a less formal manner than for new schools.

Invitees will include the Chairperson of the Board, trustees, the Director of Education, the FOS superintendent, the school council chairperson, the Executive Officer of Facilities Services and other Facilities Services staff, as appropriate.

5.8 School Plaques

Plaque design and form must adhere to the protocol established by the Chairperson of the Board and the Director of Education.

KAAWAATE EAST CITY PUBLIC SCHOOL

OFFICIAL OPENING JUNE 23, 2022

KAWARtha PINE RIDGE DISTRICT SCHOOL BOARD

BOARD MEMBERS

DIANE LLOYD
CHAIRPERSON OF THE BOARD

CATHY ABRAHAM
TERRY BROWN
CYNDI DICKSON
KAILEE DUPUIS
ROSE KITNEY
JAINE KLASSEN JENINGA



ANGELA LLOYD
VICE-CHAIRPERSON OF THE BOARD

GAIL NYBERG
EMILIO OJEDA
STEVE RUSSELL
MARYAM ABDELLA
(STUDENT TRUSTEE)
ELEFThERIA VOLIOTIS
(STUDENT TRUSTEE)

DIRECTOR OF EDUCATION: RITA RUSSO

ARCHITECT: MOFFET AND DUNCAN ARCHITECTS INC.

CONTRACTOR: EVERSTRONG CONSTRUCTION LTD.

Excel in Learning, Succeed in Life, Enrich our Communities

5.9 Funding of Opening Ceremonies

The Board will consider the need for school opening ceremonies within the upcoming budget year and shall provide sufficient funds to complete 5.6, 5.7, and 5.8 above. Expenses will be charged to the Director's Office and will not be the incurred by the school.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[BA-6.1, Naming/Renaming of Schools and Board Facilities](#)

Administrative Regulations:

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

BA-6.1.1A, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities: Appendix A: Principal's Sample Ceremony Checklist (to be linked)

Other:

[KPR Mission, Vision and Values](#)

[KPR Strategic Plan](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

[Human Rights Code](#)

Other:

[Calls for Justice for Missing and Murdered Indigenous Women and Girls](#)

[Truth and Reconciliation Commission of Canada 94 Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)



Kawartha Pine Ridge District School Board

Administrative Regulation Appendix A

Regulation Name: Naming/Renaming and Opening Ceremonies of Schools and Board Facilities: Appendix A **Regulation Code: BA-6.1.1A**

Section: Board and Community **Policy Code Reference: BA-6.1**

Established: October 15, 2024

Revised or

Reviewed:

Principal's Sample Ceremony Checklist (Groundbreaking Ceremonies, School Opening Ceremonies, Building Expansion Ceremonies, etc.)

Please note that the timelines included in this checklist are generally applicable to new builds, although the tasks noted might also be appropriate for ceremonies surrounding closures/renovations/consolidations (with modified timelines).

An official opening of a new or expanded school will be held within the first two months of the first year of operation.

Some new builds are a result of consolidations and will also include the transition of students and staff from other schools. It is important throughout this process to be inclusive of all parties as they are to be involved in the new school.

Principals should work in coordination with the Office of the Director and the Family of Schools (FOS) superintendent to apply/modify these timelines, as appropriate.

1. Minimum five months before (if possible)

- Refer to Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities. Call the school FOS superintendent with any questions.
- Discuss the ceremony with your FOS superintendent related to available dates, clarification of the invitation list, format of the event, etc.
- Discuss a budget plan with the FOS superintendent and assign a budget code for all anticipated costs.

2. Minimum four months before

- Create a Ceremony Planning Committee to plan and organize the details of the ceremony. Consider teaching, support staff, students, school council, and key community members including those serving within the First Nations Community. It

is important to remain aware of the contextual and cultural makeup of stakeholders in the new school and the importance of inclusion of appropriate content greetings, treaty acknowledgments coupled with reconciliation statements etc.

- At the first planning meeting, prepare a To Do list with timelines and assigned responsibilities for each facet of the event. Discuss what your committee would like to do to make it unique to your school considering what is appropriate given the reason for the event, i.e., rededication, opening or closure. Assign responsibilities to committee members with completion dates identified.

3. Three months before

- Contact the proposed speakers for the ceremony. Discuss the format for the event, their time frame for speaking, and request a confirmation of their participation one month prior to the event. Follow-up immediately in writing to confirm the details you have discussed.
- Speak with staff about student involvement. Consider songs, presentations and dances by classes or groups as well as choir and band participation. It is important to focus on inclusiveness such as culturally sensitive songs and welcome messages. Have teachers confirm their group's participation by an established date.
- Collaborate with the Communications Officer and the Graphic Design and Print Centre to design invitation and programs. Refer to Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities, for a list of invitees. Contact your FOS superintendent if you require assistance with the printing. Allow for at least two weeks for completion. Set an RSVP date for one month prior to the event.
- Programs for formal school opening ceremonies or major renovation ceremonies will reflect the following outline:

Welcome – Family of Schools Superintendent
Land Acknowledgement
National Anthem
Opening Remarks from Kawartha Pine Ridge District School Board
Chairperson of the Board
Director of Education
Local Trustee(s)
Principal Remarks
School Choir or Student Participation
Greetings from Local Partners
Minister of Education/Member of Provincial Parliament
Member of Parliament

Mayor/Local Councillor

Child Care Partner Greetings (if applicable)
Student Leadership Presentation of School Logo
Official Ribbon Cutting
Closing Remarks – Vice-chairperson of the Board
Refreshments and Tour of School

Program outline for groundbreaking ceremonies or ceremonies for school expansions can be adjusted. Invitations and programs will be reviewed and approved by the FOS superintendent.

- Contact the Director's Office regarding the presentation of a plaque, if applicable.
- Identify any other presentations to be made and make arrangements for them.

4. Two months before

- Speak with staff about additional student involvement to reflect all stakeholders including those involved in the consolidation or the new build. Consider the Master of Ceremonies, student hosts for dignitaries, door greeters, tour guides, refreshment hosts, coat-check people, and set-up, sound, lighting, audiovisual support and breakdown teams.
- Speak with selected students and send permission forms home for all student participants with return date to confirm their participation.
- Mail invitations or forward to the office of the FOS superintendent for mailing. In addition, consider invitations for the following: construction supervisor, former principals of the school, bus drivers, crossing guards, child care staff, and community partners.
- Work with the Communications Officer to create a photomontage or video loop of the phases of construction if applicable.
- Call the Executive Officer, Corporate Affairs, to arrange photography and coverage of the event
- Work with the Communications Officer to create appropriate messages to inform the local newspaper(s) and other media.
- Work with the students on speeches, presentations, greetings, touring, thanking dignitaries and any other duties they have been asked to perform.
- Reserve any required equipment, e.g., audio visual, choir risers, etc.

5. One month before

- Order decorations, flowers, refreshments, linens.
- Write your speech for the event, if applicable.
- Meet with the students participating regarding their responsibilities.
- Identify a room for special guests to meet prior to the ceremony and assign greeters and hosts along with refreshments.

6. Three weeks before

- Confirm with the Director's Office when presentation plaque will arrive (if applicable).
- Follow-up on any equipment that will be required.

7. Two weeks before

- Do a walk-through of the school to ensure that the rooms being used are ready for visitors.
- Consult with the school custodian about arrangements for the event room – podium, microphone, platform seating, audience chairs, flag stands, physical displays (i.e. memorabilia, photos, floral etc.) and any special attention that may be required to the rooms.

8. Three to five days before

- Follow-up with participating students and staff regarding their responsibilities.
- Provide pictures, if possible, of special guests to assist staff and assign greeters to the front doors. Request that all speakers enter through the front doors as students will need to recognize them on their arrival.
- Confirm receipt of presentation items or follow-up as necessary.
- Prepare archival and display items.
- Confirm flower order, if appropriate.
- Prepare nametags if they are being used.

9. Day of the Event

- Set-up the room where the ceremony will take place, the main entrance, foyer, signage for directions, guest meeting room and any rooms being used for refreshments, decorations, etc.
- Provide reserved seating near the podium for the dignitaries, speakers and the platform guests.
- Set-up a coat check area, if necessary.
- Arrange for a staff member(s) to look after flowers when they arrive.
- Have presentation items ready.
- Meet with participating students regarding their specific responsibilities.
- Set up displays.

10. Follow-up after ceremony

- Contact all participants thanking them for their participation.
- Complete any budget reconciliations.
- Contact the Director's Office regarding the proper retention process for any archival items.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Student Trustee Initiative – KPR Kudos**

INITIATOR: Ben Poley and Aanya Singh, Student Trustees

BACKGROUND

1. Kawartha Pine Ridge District School Board (KPR) maintains a clear process and criteria for student and staff Accolades through the Board of Trustees.
2. As part of their commitments to the KPR Student Senate, KPR's Student Trustees have identified a goal of sharing positive feedback and celebration regarding secondary students within the school board through Student Senate meetings.
3. At each monthly meeting of the Student Senate, Student Senators are asked to bring a report from their home School Advisory Councils. This report should contain news of activities and events unique to the secondary school they represent. These reports from the individual secondary schools inform the Student Trustee Board Report.

STATUS

4. The Student Trustees and the Student Senate propose the creation of KPR Kudos. KPR Kudos will be a way of recognizing students' achievements by students.
5. As part of each report to Student Senate, the Student Senator(s) from each KPR secondary school will have the opportunity to share in their school report the name of a student or small group they feel are contributing to Student Voice, Personal Achievement or Community Contribution within KPR secondary schools.
6. KPR Kudos is to be defined as a recognition of student achievement as contributing to one of three categories: Student Voice, Personal Achievement, or Community Contribution of KPR Secondary Students and will be considered through the lens of the Mission of the KPR: We inspire our students to excel in learning, to succeed in life, and to enrich our communities.
7. To acknowledge the KPR Kudos, Student Senate will be providing written recognition from the Student Senator team to each student brought forward during the monthly Student Senate Meeting. It is proposed that the recognition acknowledging the KPR Kudos will be endorsed by Student Trustees, the Chairperson of the Board and the Director.

Student Trustee Initiative – KPR Kudos

8. The criteria for consideration of the KPR Kudos will be assessed in collaboration with school administration. Exceptional student achievement in the three categories will be considered. Local Student Senators will bring forward recommendations for KPR Kudos.
9. Local Student Senate members will be responsible for working in collaboration with school administration to bestow KPR Kudos to the recipients within their own school community. Student Trustees will acknowledge the KPR Kudos within the Student Trustee Board Report at each meeting of the Board of Trustees.
10. Once established, Student Trustees will work with Student Senators to design and promote a media campaign to inform the student body at KPR secondary schools to raise awareness of the KPR Kudos initiative.

BUDGET IMPLICATIONS

11. There are no budget implications for the KPR Kudos initiative.

RECOMMENDATION

1. That the Student Trustee Initiative - KPR Kudos Report, dated October 30, 2024, be received for information.

Ben Poley
Student Trustee

Aanya Singh
Student Trustee

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Budget Update**

INITIATOR: Jaine Klassen Jeninga, Chairperson of the Board

BACKGROUND

1. The Chairpersons' Committee reviews the trustee budget and expenditures accounts at each Chairpersons' Committee Meeting.

STATUS

2. Below is the budget report for September 1,2024 to October 17, 2024.

Account Description	Total	Budget	Available	% Spent
Honorarium	11,799.60	158,589.00	146,789.40	7.44%
Benefits	725.88	9,225.00	8,499.12	7.87%
P.D. Non-academic	0	28,000.00	38,000.00	0.00%
P.D. Non-academic (Student Trustees)	0	10,000.00	10,000.00	0.00%
Photocopying	525.72	6,000.00	5,474.28	8.76%
Mileage	1,451.36	32,981.00	31,529.64	4.40%
Other Travel	12.46	3,000.00	2,987.54	0.42%
Telephone	347.94	16,900.0	16,552.06	2.06%
Supplies	340.45	5,000.00	4,659.55	6.81%
Grand Total:	\$15,203.41	\$269,695.00	\$251,747.60	5.64%

BUDGET IMPLICATIONS

3. The trustee budget appears to be on track for the 2024-2025 year. Current spending is 5.64% of budget.

RECOMMENDATION

1. That the Trustee Budget Update Report, dated October 30, 2024, be received for information.

Jaine Klassen Jeninga
Chairperson of the Board