

## Catholic Trustee Candidate Information Sheet

### Term of Office

The next Term of Office for the Board of Trustees begins on November 15, 2022 and ends on November 14, 2026.

### Board Meetings

- **Regular Board Meetings** are held at 7:00 p.m. on the third Tuesday each month from September through June. These meetings are open to the public
- **Committee of the Whole (COW)** are held prior to the Regular Board Meetings. These confidential meetings are attended by Trustees and Senior Administration
- **Policy Governance Committee Meetings** are held on the first Tuesday of every month from September through to June.
- **Special Meetings** are held at the call of the Chairperson
- **Annual Board Meeting** is held on the third Tuesday in November at 7:00 pm, and this is the meeting where the elections for the position of Chair and Vice Chair take place.
- **Inaugural Meeting** is held no later than seven days after the day on which the new term of Office of the board commences (November 15, 2022). There will be a mass proceeding this meeting, and Trustees will complete a Solemn Declaration and Oath of Allegiance to the Queen

### Honorarium

Trustees are paid an honorarium in accordance with the provisions of section 191 of the Education Act as calculated as per Ontario Regulation 357/06 (Honoraria for Board Members). The base honorarium amount is **\$5,900** per annum for Kenora Catholic Trustees. The Chair and Vice Chair and the Trustee that sits on the Special Education Advisory Committee have an additional allowance.

## Committees of the Board

There are five Statutory Committees (regulated by the Ministry of Education) and 7 Regular/Affiliated Committees. Trustees are required to serve on at least two Committees. In the fall, at a Policy Governance Committee Meeting, Trustees indicate their committee preferences.

**Statutory Committees** are specifically required by legislation.

**Standing Committees** are established to assist the Board with work of an ongoing or recurring nature.

**Adhoc Committees** are appointed to deal with specific tasks. An adhoc committee serves only until the task is completed, at which time the committee is disbanded.

Statutory Committees		
Committees	Trustee Composition	Meeting Times
Internal Audit Committee	Two Trustees. The Term of Office shall not exceed four years.	Minimum of 3 times per year
Parent Involvement Committee (CPIC)	One Trustee, plus an alternate	Minimum of 4 times per year
Special Education Advisory Committee	One Trustee, plus an alternate	Monthly from September to June.
Student Disciplinary Committee	Minimum of three Trustees	As required.
Supervised Alternative Learning Committee (SALEP)	One Trustee, plus an alternative	As required.

Standing Committees		
Committees	Trustee Composition	Meeting Times
Board Government Relations Committee	One Trustee sits on this committee with the Chair and Vice Chair.	As required.
Diocesan Trustee Association Committee	One Trustee sits on this committee with the Chair and Vice Chair.	As required.
First Nations, Métis, and Inuit Advisory Committee	One Trustees, plus an alternate	Minimum of 4 times per year
Liaison with Priests Committee	Chair and Vice Chair sit on this committee plus additional Trustees as needed.	As required.
Multi-Year Strategic Planning Committee	Chair and Vice Chair sit on this committee plus additional Trustees as needed.	As required.
Transportation Committee	One Trustee, plus an alternate as needed.	As required.

Adhoc Committees		
Committees	Trustee Composition	Meeting Times
Director of Education Review Committee	Chair and Vice Chair and one Trustee sit on this committee	As required.

## Trustee Twinning and School Council Meetings

Every Year, in November Trustees are twinned with a school community. The Trustee will attend the School Council Meetings and school events associated with their school community.

Trustee Twins run for a full calendar year and change each year, so that Trustees have the opportunity to be twinned with a different school community throughout their term in office.

## Major Events and Activities

The following list outlines some of the yearly Board events and activities that Trustees are encouraged to attend:

**Spiritual Development Day** (September/October): At the beginning of each school year, a Professional Development Day is dedicated to the spiritual and faith development of all staff and Trustees with keynote speakers and activities.

**Annual School Council and Catholic Parent Involvement Committee** (June): Each spring the Trustees have an evening meeting with the Principals and School Council Chairs to receive a report of the fundraising initiatives, accomplishments, and activities of School Councils.

**Catholic Education Week Masses** (May): held the first weekend in May at area Catholic Churches; Trustees are encouraged to attend, bring a greeting on behalf of the Board of Trustees, and share the extraordinary achievements and values of Catholic education in our schools and communities.

**Catholic Education Week** (May): Education Week activities are held the first week in May; a schedule of events is prepared by the Director's Department outlining the various events taking place at schools across the system and shared with Trustees and staff.

**System Retreat** (May): As part of Catholic Education Week, Kenora Catholic hosts a retreat for staff and Trustees on a Saturday to celebrate the theme of Catholic Education Week in a community that learns and grows in faith together.

**Year End Celebration, Service Awards and Retirement Celebration** (May/June): At the end of each school year, Kenora Catholic hosts a Year End Service Awards and Retirement Celebration. This event focuses on celebrating retirees, the recipients of service awards and employees who have made extraordinary contributions to student achievement through exemplary service and leadership. Trustees are part of the planning committee and provide awards to staff.

**Year End Celebrations and Masses** (June): During the last two weeks of school, masses, yearend celebrations, and Graduation celebrations are held in all KCDSB schools. A schedule of events is prepared by the Director's Department outlining the various events taking place at schools across the system and shared with Trustees and staff. Trustees are encouraged to get involved with their twinned school community by attending, being a reader or delivering an award.

## Ontario Catholic School Trustees' Association (OCSTA)

For more than 80 years, the *Ontario Catholic School Trustees' Association* (OCSTA) has safeguarded and promoted the interests of Catholic education in Ontario. They are a central source of information about government funding and initiatives affecting Catholic Education. It is the sole representative of Ontario's 29 English Catholic District School Boards and five Catholic school authorities, representing the needs and perspectives of Catholic school boards to the provincial government and, when necessary, the federal government.

Each Board elects a Trustee representative to serve on the Board of Directors of OCSTA. Its **Annual General Meeting** is held in April each year (Thursday through Saturday) and Boards rotate the hosting duties each year.

In mid-January OCSTA sponsors a **two-day Trustee Professional Development Seminar** in Toronto (generally Thursday/Friday). A **one-day Regional OCSTA Meeting** is held in October (hosted by an Eastern Ontario Catholic board).

OCSTA Website: [www.ocsta.on.ca](http://www.ocsta.on.ca)

[OCSTA/Municipal Elections Information:](#)

[OCSTA booklet: Becoming a Catholic School Trustee](#) – A Call to Service and Stewardship in Christ