



REPORT TO

REGULAR BOARD

SCHEDULING OF MONTHLY MEETINGS REQUIRING ALL TRUSTEES

Jesus said to them, "I am the bread of life, he who comes to Me will not hunger, and he who believes in Me will never thirst - John 6:35

Drafted

Meeting Date

September 4, 2024

September 19, 2024

Brendan Browne, Director of Education

INFORMATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

Every November, a draft “Calendar of Board and Committee Meetings” report is brought to Trustees for approval for the coming year.

At the August 22nd Regular Board meeting, Trustees approved the following motion: *“BE IT RESOLVED THAT: Staff come back with a report on options and advice on how to cut back on Committee meetings (maybe one Board meeting per month).”*

This report considers Toronto Catholic District School Board’s (TCDSB) current practices for the scheduling of Board and Committee meetings, existing practices in other Ontario school boards, and options to consider regarding the scheduling of meetings as per the motion.

The cumulative staff time required to prepare this report was 4 hours.

B. PURPOSE

1. The purpose of this report is to provide information to the Board of Trustees about options on how to cut back on the number of Committee meetings scheduled each year.

C. BACKGROUND

1. The TCDSB typically schedules three meetings per month at which all trustees attend: Regular Meeting of the Board, Student Achievement and Well-Being Committee, and Corporate Services Committee.
2. Attendance at the monthly Regular Meeting of the Board is required for all Trustees under the Education Act.
3. Attendance at Student Achievement and Well-Being Committee and Corporate Services Committee is required for all Trustees under TCDSB By Law 5.3 “Composition of Standing Committees” which states “Membership of two (2) of the Standing Committees: Corporate Services and Student Achievement, shall include all members of the Board.”
4. At the August 22nd Regular Board meeting, a motion was passed by trustees asking staff to *“come back with a report with options and advice on how to cut back on Committee meetings (maybe one Board meeting per month).”*

D. EVIDENCE, RESEARCH, ANALYSIS

1. In response to the August 22nd motion, a poll of School Boards in the surrounding areas including the GTHA, Southwest Ontario and Ottawa region School Boards was conducted to find out how many meetings per month require the attendance of all trustees at each Board. Responses were received from 30 Ontario School Boards representing almost half (43%) of the Boards in the province.
2. Responses indicate the majority of Boards (17 of the 30 responses) have 2 meetings per month at which all trustees are expected to attend. While Boards may have different names for committees, the majority have one Regular Board meeting per month, and one further Committee meeting of all trustees under a variety of names.
3. While the majority reported 2 meetings per month, a significant number (11 of the 30 responses) have only 1 meeting per month requiring the attendance of all trustees. One Board, Upper Grand District, has only 6 meetings per year in total (1 Regular Board every other month) requiring all trustees to attend. The Simcoe District School Board is the only other Board amongst the responses received other than the TCDSB to host 3 meetings per month at which all trustees are required to attend (1 Board meeting and 2 Committee Meetings). (see Appendix A for School Boards and responses)
4. Some Boards reported additional meetings throughout the year annually for reasons such as Special Board meetings, Policy and Governance, etc. that are not regular monthly meetings, but do happen annually for specific purposes.
5. The existing TCDSB practice of scheduling three meetings per month annually (Regular Board, SAWB and Corporate Services) requires the scheduling of two meetings per week a few times each year to accommodate calendar conflicts including shortened months such as December (Christmas break), January (Christmas break and OCSTA and OCSOA conferences and commitments), March (March Break), April (Easter, OCSOA and OCSTA conferences and commitments) and June (graduation allowances). As a result, meetings have been cancelled or combined during these months over the past three years. In addition, each month some Trustees also attend GAP, By-Laws, CPIC, SEAC, and Advisory Committees as committee members.
6. A look at the agendas of the past three years in the TCDSB reveal months in which the calendar of reports are quite heavy and months in which there are less reports annually and as such, earlier this summer, in preparation for the

upcoming November calendar, staff began to review meetings and dates in an effort to ascertain a pattern that could help inform future Calendar of Board and Committee Meetings schedules.

E. OPTIONS

1. Options for consideration of the Board:

- A. **Consolidate Regular Board, SAWB, and Corporate Meetings into Two Meetings Per Month:** Most Boards in the GTHA, Southern and Eastern Ontario effectively complete all Board business using two meetings per month which require attendance of all trustees. This is comprised of one Regular Board Meeting and one Committee Meeting at which all trustees attend. In the TCDSB, this could mean one Regular Board Meeting and alternating SAWB and Corporate Services every other month.
 - B. **Reduce the Number of Committee Meetings during Specific Months:** Meetings have been cancelled each of the past three years to accommodate calendar conflicts and condensed months. Committee meetings can be reduced during the months of December (Christmas), January (post-Christmas and OCSTA/OCSOA conferences and commitments), March (March Break), April (Easter and OCSTA/OCSAO/CCSTA conferences and commitments), and May/June (graduation obligations).
 - C. **Maintain Current Board Schedule (Three Meetings Per Month):** Three meetings per month will continue to require flexibility in scheduling to accommodate the variety of obligations annually that conflict with or influence our calendar.
2. Staff will be bringing the annual calendar of meetings report to the November Board meeting for the calendar year 2025 with a focus on optimizing a meeting schedule that ensures the business of the board is conducted thoroughly and diligently based on direction from the Board.

F. CONCLUSION

This report is for the information of the Board.