

Governance

Governance Manual

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BY-LAWS





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‡ 30 (7, 1 *includes a meeting of the Board and of Committees;

‡ 335, 9 § 76(66, 2 matters will be dealt with in accordance with the *Education Act*

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:

(a) the security of the property of the board;

(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a





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6. The person with the clear majority of votes shall be the Chair until the next annual organizational meeting and shall at once take the Chair and preside over the further conduct of the business of the meeting.

7. In the case of an



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BL-102

Approved: June 22, 2020

Review: March 22, 2022

BOARD MEETINGS

1. Regular meetings of the Near North District School Board shall normally be held



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12. No matter will be placed on the agenda of a meeting of the Board:
 - a) unless it is a Notice of Motion as prescribed in Item 12 of these by-laws;
 - b) unless the matter is one for which Notice of Motion has been given at a prior meeting of the Board;
 - c) unless it is a presentation given without debate.

13. A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the agenda of a meeting of the Board. Such Notice of Motion:



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BL-103

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MINUTES OF BOARD MEETINGS

1. Minutes of the meetings of the Near North District School Board shall be kept in accordance with the following provisions of the *Education Act*, ss. 170(4), 198(1)(a), and 207 (4), and shall be



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COMMITTEE OF THE WHOLE BOARD

1. Committee of the Whole Board shall be open to the public.
2. Committee of the Whole Board is an opportunity for trustees to engage in informal discussion necessary for quality decision making. Since this knowledge-based decision-making process does not limit the number of times a trustee may speak, sufficient latitude is allowed for an in-depth discussion on any issues presented on a particular agenda item. Recommendations from these discussions held in Committee of the Whole Board are brought forward and presented to the Board as motions in regular session.
3. Electronic notice of all Committee of the Whole meetings of the Board together with the agenda and supporting information shall be transmitted by the Secretary to the Near North District School Board to each member of the Board at least seventy-two (72) hours before the time of the meeting. Agendas will be posted on the Board website at least forty-eight (48) hours before the time of the meeting.
4. Where possible, Committee of the Whole meetings will be scheduled to occur on the same meeting date as the Regular meetings.
5. Notice of postponement of a meeting, as determined by the Chair or in the absence of the Chair, the Vice-Chair, in consultation with the Director of Education or designate, will be transmitted in the same manner as the notice of6 2s8IEE





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MEETINGS IN PRIVATE SESSION

1. The Board or Committee of the Whole may move to Private Session through a duly moved and approved Board motion.
2. A meeting in Private Session may only be closed to the public in accordance with the *Education Act* [s. 207(2)]: (2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
 - (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the board; or
 - (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

Closing of meetings re certain investigations

(2.1) A meeting of the board or of a committee of the board, including a committee of the whole shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the board. 2014, c. 13, Sched. 9, s. 19

The Chair of Private Session will make the determination with respect to an item falling within the parameters of the *Act*.

3. In the absence of the Chair, the Vice-Chair of the Board will Chair Private Session.
4. All recommendations approved in Private shall be presented for ratification in Public Session. The recommendations may be revised to protect privacy of individuals or entities.
5. Except for permitting the request to record votes, the same rules shall be observed in Private Session as for other meetings of the Board. The request for recorded votes in Private Session will not be allowed and will be deferred until any issue is voted upon in Public Session.



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BOARD COMMITTEES

1. Statutory Committees:

Statutory Committees are required in accordance with the relevant regulation. Trustee representation on these advisory committees is required. The four statutory committees are:

- Special Education Advisory Committee (Ontario Regulation 464/97)
- Audit Committee (Ontario Regulation 361/10)
- School Councils and Parent Involvement Committee (Ontario Regulation 612/00)
- Supervised Alternative Learning Committee (Ontario Regulation 374/10)
- First Nations Advisory Committee (Ontario First Nation, Métis, and Inuit Education Policy Framework 2007)

2. Ad Hoc Committees:

Ad hoc committees may be formed to assist the Board by doing ³ S ~~Board~~ Z R U N ´

All ad hoc committees shall have terms of reference determined and approved by the Board.

Where a Chair has not been named, the ad hoc committee shall appoint a Chair.

A quorum shall be a majority of the appointed members of the ad hoc committee.

The Chair shall be D Q ³ R I L F o u n d member of all ad hoc committees and the Director of Education or designate shall attend all meetings of the ad hoc committees.

Minutes will be recorded at all ad hoc committee meetings which will include: meeting date, time and location, attendance and an itemized list of all actions of the committee that are decided by consensus or formal vote.

Ad hoc committees shall provide regular progress reports to the Board.



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QUORUM

1. At all meetings of the Board the presence of a majority of all the members constituting the Board shall be necessary to form a quorum.
2. Should thereangql nql nql nql 2.



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THE PRESIDING OFFICER

1. The Chair of the Board, or in the Chair's absence, the Vice



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DUTIES OF THE VICE-CHAIR

1. In the absence of the Chair from any meeting of the board or until the Chair arrives, the Vice-Chair shall preside. During absence of the Chair for such a time as to result in the non- SHUIRUPDQFH RI DQ\ RI WKH & KDLU\ V GroWest, He RU XSR Vice-Chair shall perform such unattended duties until the chair is able to continue.
2. Vice-Chair shall attend Board agenda review meetings.
3. the responsibility Chair assist with the order list.



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CORRESPONDENCE

1. All correspondence, which is addressed to the NNDSB Board of Trustees and received by the Chair, the Vice-Chair or the Secretary to the Board shall be forwarded to all Board members.
2. All correspondence received by the Board in the manner outlined in section 1 shall be entered into the public record as being received.
3. Correspondence received that is anonymous author will not be considered by the Board nor entered into the public record.



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10. When the Board of Trustees is engaged in decision-making, no Trustee who has not



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VOTING



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RULES FOR MEETINGS OF THE BOARD

A. Miscellaneous Rules for Meetings of the Board

1. In all cases, not provided for by these rules, the rules and practice of Robert's "Rules of Order" shall govern. A summary of ³ 5 X 0fH2/U G is included in Appendix D.
2. All meetings, except those subject to section 207(2) of the *Education Act*, shall be open to the public.
3. When a motion is under debate, the only motion in order shall be:
 - i. to adjourn;
 - ii.



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2. After a resolution is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.
3. An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject shall not be in order.
4. All amendments shall be put in the reverse order in



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J. Motion for Immediate Consideration

1. The Board may, if two-thirds of the members eligible to vote, vote in favour thereof, enter upon the immediate consideration and disposition of any eligible motion, except for Board policies and by-laws.
2. No discussion of the main question shall be allowed until the motion for Immediate Consideration has been decided in the affirmative.



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DECORUM AT BOARD MEETINGS

1. All persons attending meetings of the Board shall show respect for others in their language and conduct.
2. Any person who interrupts or disrupts a meeting of the Board shall be expelled from the meeting in accordance with the *Education Act*, 1990 ss. 207 (3).
3. Audio or video recording devices may not be used at any meeting of the Board or its committees without the prior permission of the Chair of the Board, or the Director of Education.



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CONFLICT OF INTEREST

1. All clauses related to By-Law 13 are subject to the provisions of *The Municipal Conflict of Interest Act*, and any amendments thereto.
2. When a situation of conflict of interest exists, the Board member when present at any meeting, including committee, in-camera or any other meeting of the Board shall:
 - a) as soon as practicable after the commencement of the meeting disclose the
P H P E H r u l e s



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7. Gifts and Favours: No member of the Board or officer or employee, whether paid or unpaid, shall accept any gift of value, whether in the form of service, loan, thing or promise, or any other form of gift of value from any person, firm or corporation which, to his/her knowledge is interested indirectly or directly, in any



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OFFICERS OF THE BOARD

1. The Director of Education shall be Secretary of the Board and shall be empowered to delegate the duties of recording secretary. The Superintendent of Business shall be the Treasurer of the Board.
2. The signing officers of the Near North District School Board shall be the



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ELECTRONIC MEETINGS

1. Given the geographic size of the district, Near North District School Board recognizes the necessity of providing members or student representatives the ability to participate

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BL-122

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EXTRAORDINARY CIRCUMSTANCES

1. Notwithstanding any other by-law provisions, the Board of Trustees hereby provides authority to the Chair to act on behalf of the Board of Trustees to invoke the Extraordinary Circumstances by-law to deal with an emergency or extraordinary situation that requires an existing bylaw provision to be temporarily suspended.

2. In circumstances where the Extraordinary Circumstances by-law is invoked, trustees will be made aware promptly. A motion to ratify decisions carried out while a by-law provision was temporarily suspended will be brought forward at the next regularly scheduled meeting of the Board of Trustees.

3. Subject to the provisions about



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Governance Policies





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GP-201

Approved: June 22, 2020

Review:

VISION, MISSION, AND VALUES

(Note: Multi-Year Strategic Plan is Currently Under Development)

1. Rationale

This governance policy has been developed to identify the % R D Vision, to describe the role the Board sees itself fulfilling, and to state the values that the Near North District School Board embraces. This policy also sets out Board priorities for the district. This policy is a public statement of the intent and governing principles of the Board.

2. Policy Statement

It is the policy of the Board to exemplify and promote the following vision, mission and values:

3. Vision

The Near North District School Board will create and sustain a dynamic culture that provides a relevant and engaging learning environment that inspires excellence in everyone.

4. Mission

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

5. Values



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- 3.2.2. All financial bylaws are reviewed annually at the Inaugural Meeting of the Board in November.
- 3.2.3. The Board may direct that any proposed revisions to current bylaws may be circulated to all stakeholders for input.
- 3.2.4. The bylaw shall be modified and approved with consideration to the stakeholder input, if sought and received.
- 3.2.5. Once approved by the Board, the revised bylaw shall be included in the Policy section of the



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4.3.4. Once approved by the Board, the revised policy shall be included in the Policy section on the % R D Website.

5. Administrative Guidelines

Administrative Guidelines are a set of rules and directives that the staff of



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5.2.5. Any revised administrative guideline shall be included in the Policy section of the % R D Website.

Reference Documents

Education Act, s.169.1 Duties and Powers of Boards

OPSBA: Guide to Good Governance 2018-2022



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GP-203

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Review:

ROLE OF THE BOARD OF TRUSTEES

1. Rationale:

7 K L V J R Y H U Q D Q F H S R O L F \ G H V F U L E R E S P O N S I B I L I T Y A N D R D U G ¶ V P D M
supports effective board decision-making. Together with **GP-206 - Role of the
Director of Education**, this policy clarifies the distinction between the Board of
7 U X V R E S P O N S I B I L I T Y T O G O V E R N A N D T H E ' L U H F E X E C U T I V E /



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10. Board Development

Conduct a self- D V V H V V P H Q W R I W K H % R D U G ¶ V H I I H F W L Y H Q H V regular basis.

Develop an annual plan for both collective and individual trustee development by increasing knowledge of the trustee role, Board processes, issues, and the Board vision, mission, and values.

Use the expertise of the Director of Education and provincial organizations to help develop and support the W U X V W I S S I O N ¶ development plan.

Seek opportunities to network with other school boards.

11. Political Advocacy and Communication

Develop and maintain positive and effective relations with officials in the Ministry of Education at central and regional offices, members of provincial parliament, and counterparts in municipal government.

- x Advocate for the interests of the NNDSB with the Ministry of Education and other provincial and municipal officials as appropriate.

12.



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5. Monitoring

Collection of information to inform the assessment may include:

- A review of Board motions;
- Interviews with Board members and the Director of Education;
- Surveys of trustees and other stakeholders;
- Focus groups with community members and other stakeholders
- Use of an outside facilitator

The end result of the self-assessment will provide information that details accomplishments, and where appropriate, redirection, along with an agreement on objectives for the improvement912 0 612 792 reW*nBT/F2 12 Tf1 0 0 1 191.33 493.27 Tm0 g0 G5216



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- 4.1.4 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
- 4.1.5 Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

4.2 - Avoidance of personal advantage and conflict of interest

- 4.2.1 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.
- 4.2.2 A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- 4.2.3 No Trustee shall use his or her office **to** obtain employment with the Board for the Trustee or a family member.

4.3 - Compliance with Legislation

- 4.3.1 A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*.



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- 4.6.4 Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
- 4.6.5 The Chair of the Board is the official spokesperson to the public on behalf of the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

4.7 – Operational Complaints

- 4.7.1 All Trustees understand that while the Board must remain accountable, the Board shall not interfere in matters delegated to the Director of Education.
- 4.7.2 When a complaint is received regarding an operational matter Trustees shall adhere to the following process:
- a. The Trustee will determine if the proper communication protocol has been followed and shall not offer any evaluative comments or solutions to the matter.
 - b. The Trustee shall confirm that the complaint will be referred to the Director of Education or his/her delegate who will look into the matter and shall respond directly.
 - c. The Trustee shall inform the Director of Education or designate of the complaint, and request that it be handled.

ACKNOWLEDGEMENT AND UNDERTAKING

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct.

DATE: _____ **SIGNATURE:** _____



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GP-206

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ROLE OF THE DIRECTOR OF EDUCATION

1. Rationale

This governance policy describes the major areas of responsibility of the Director of



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Develops and maintains positive and effective relations with the system leadership team and the staff in district schools and departments.

Provides a 'L U H F' Annual Report to the Board and to the Minister on action



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contravention of the *Education Act* or any policy, guideline, or regulation made under the *Act*.



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3.10. Recognition and Public Relations

Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff, volunteer, and district successes.

REFERENCE DOCUMENTS

Education Act, s.283 Chief Executive Officer Education Act, s.283.1 Duties of Director



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GP-208

Approved: June 22, 2020

Review:

DIRECTOR OF EDUCATION PERFORMANCE REVIEW

1. Rationale

The Director of Education Performance Appraisal process is designed to help the Near North District School Board achieve its strategic and annual goals. This process is also designed to help foster and build a strong working relationship between the Director and the Board. The process is essentially the goals of the Director. Therefore, performance management for the Director is key in ensuring overall Board success.

2. Policy Statement

It is the policy of the Board to conduct annual Director of Education Performance Appraisals in collaboration with the Director.

3. The Director’s Performance Appraisal (DPA) Committee:

The DPA Committee should consist of the Chair and either 2 or 3 additional trustees appointed by the Board. The DPA Committee shall make regular reports to the Board throughout the year as the DPA process is implemented. All trustees would be welcome to audit DPA meetings with an expectation that they notify the Chair of their intent to attend and that they commit to full attendance to ensure consistency of process and integrity of understanding.

Key expectations of the DPA Committee are:

- Act as a liaison between the Board and the Director

- Help achieve Board Goals and Priorities

- Align to Board Multi-Year Strategic Plan

- Help build strong, mutually respectful relationship between the Director and the Board of Trustees

- Provide clarity to Director regarding Board Goals and Priorities.

- Provide clarity with respect to the duties assigned by the Board

- Support the Board’s development

- Ensure that there are no performance appraisal process

4. The DPA Process:

The DPA process begins with the Strategic Plan presented by the Director to the Board of Trustees each September. The next step is for the Director to develop a Performance Appraisal Plan that is aligned with and supports the goals of the Board.



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The DPA process continues throughout the year and includes both formal meetings, presentations to Board of Trustees, informal conversations and informal feedback.

The DPA Committee/Board Chair should provide regular and constructive performance

Director respond to emerging issues. This process also en

Director respond to emerging issues. This process also en

Director respond to emerging issues. This process also en

Director respond to emerging issues. This process also en

Sample Timeline:

	Meetings / Presentation to Board of Trustees	Full Board	DPA Committee	Date
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4.1 Present Strategic Plan for



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GP-210

Approved: June 22, 2020

Review:

EQUITY AND INCLUSIVE EDUCATION

1. Rationale

The Near North District School Board and its staff are committed to the elimination of **DOO W\SHV RI GLVFULPLQDWLRQ DV RXWOLQHG LQ 2 QW I** Strategy, Policy and Memorandum No. 119, **3 'HYHO RSLQPLQ** and Implementing Equity and Inclusive Education Policies in Ontario **6 F K R (2009)**.

This policy outlines the steps and practices that the Board and its schools will take to ensure an equitable and inclusive environment in schools, at school events and Board activities. This document applies to all Near North District School Board students, employees, trustees, and other members of the broader community who participate in Board and school business and activities.

2. Policy Statement

It is the policy of the Board to fulfill its commitments to equity and inclusion as outlined in legislation, policy and administrative guidelines.

3. Programs, Guidelines and Practices

The Board will:

Establish the foundational framework that will inform their review and/or development and implementation of a comprehensive equity and inclusive education policy that recognizes, and addresses biases related to race, class, ethnicity, gender, sexual orientation, disability, family status, and religious and linguistic differences as well as socio-economic factors.

Review existing equity and inclusive education and/or extend or develop such policies to fulfill the requirements of existing regulations, the *Strategy*, Policy/Program Memorandum No. 119, and the *Code*.



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Provide training for school leaders and hiring managers to facilitate equitable recruitment and hiring practices to reflect 2 Q W D Diverse Society

Provide opportunities for the diverse school community, including students, staff, parents, trustees and community members, to provide active input into Board policies and improvement plans on an ongoing basis.

Investigate in a thorough and timely manner any claims of discrimination

4. Shared and Committed Leadership

The Board will:

Establish



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Review and /or deepen existing community partnerships to ensure that they reflect the principles of equity and inclusive education.

Expand community outreach efforts to foster new partnerships that engage a cross-section of diverse students, parents, staff, community members and various community organizations, including business groups to foster and support an inclusive environment.

Establish processes to identify and address systemic barriers that limit or prevent all sectors of the school community from opportunities for Board representation and involvement in Board activity.

6. Religious Accommodation

The Board will

Consult with members of the multiple faith communities that represent the Board in the development and implementation of this policy.

Inform students and their parents/guardians and staff of their right to request accommodation for religious beliefs and practices.

Prepare a religious accommodation guideline in keeping with the *Code*, which prohibits discrimination on the grounds of creed,



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8. Professional Learning

The Board will:

6 X S S R U W W K H V F K R R O V U U H Y L H Z R I F O D V W U R P V W U D W
equity and inclusive education policies and practices.

Allocate resources to provide ongoing opportunities for students, administrators, teachers, support staff, and trustees to participate in equity and inclusive education training and leadership initiatives.

Provide antiracism and antidiscrimination training to students, administrators, teachers, support staff, and trustees.

Ensure that the principles of equity and inclusive education are modelled and incorporated in professional learning programs.



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7. Annual Report to Board

7.1 On an annual basis, a Partnerships List Report will be submitted to the Board for information.

8. Board Website



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GP-213

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STUDENT ACCOMMODATION

(Note: Pending release of new PPM will impact this Policy)

1. Rationale

This policy is created to ensure that decisions regarding student accommodations promote board-wide student achievement and well-being while managing capital assets in a fiscally viable and sustainable manner.

The Near North District School Board is committed to working with community partners when undertaking capital planning, including when the Board is beginning to develop options to



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When the Board is planning the relocation of a grade(s), or a program(s) (in any school year or over a number of years), where the enrolment constitutes less than 10% of the total enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);

When the Board is repairing or renovating a school and the school community must be temporarily relocated to ensure the safety of students during the renovations;

Where a facility has been serving as a holding school for a school community whose permanent school is over capacity and/or under construction or repair; and,

Where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, the Board will inform school communities and allow input about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice no fewer than 5 business days after the decision to proceed with an exemption to:

each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent),

other community partners that expressed an interest prior to the exemption,

coterminous school boards in the areas of the affected school(s) through the Director of Education, and

the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division.

3.2. The student accommodation review policy contained herein.

3.3. The Pupil Accommodation Review Guideline and the Administrative Review of Accommodation Review Process documents will be made available to the public.



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- 3.5. The final decision regarding the future of a school or a group of schools will be solely made by the Board of Trustees.

- 3.6. The Board will establish and communicate clear timelines and







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area of hard surfaced outdoor play area



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ACTION	ARC TIMELINE
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First public meeting





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GP-215

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Review:

STUDENT TRUSTEES

1. b u8ile



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GP-216

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Review:

SOCIAL MEDIA ETIQUETTE

1. **Rationale**

It is recognized that social media platforms have significantly influenced the manner and mechanism by which individuals communicate. Trustees may utilize social media in both their professional and personal capacity and the line between private, personal and professional can become confused.

2. **Policy Statement**

It is the policy of NNDSB to provide trustees with parameters for communication via social media platforms to ensure that they are aware of, and remain compliant with, ethical standards and professional obligations when utilizing such platforms.

3. **Professional Conduct**

3.1. Trustees are responsible for their conduct w2 30.00000912/ca925 Tm0 [G]e/E 2b3 [)]cTETQ 0



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4.4. Trustees are prohibited from using social media channels to publicly criticize or complain about the behavior or actions of students, staff, parents, community partners, vendors, suppliers or other members of the broader school community.

5. Specific Principles of Social Media Engagement

Where a trustee has identified themselves as a trustee of Near North District School Board, the following principles of professional use apply:

5.1. Online behavior should reflect the same standards of professionalism, respect, integrity and consideration that would otherwise be applied using face to face communications or interactions.

5.2. Comments related to a school or NNDSB should always meet the highest standards of professional discretion. When posting, even with privacy settings, trustees should act on the assumption that all posts are in the public domain.

5.3. Before posting personal photographs, trustees should ensure the photos selected reflect a professional image.

5.4. Social media may be viewed as an extension of the boardroom. What is inappropriate in the boardroom should be deemed inappropriate online.

6. Confidentiality

6.1. It is the responsibility of trustees to manage and protect confidential information. Disclosure of confidential information may result in legal fines, damages to reputation and/or consequences applied through the Code of Conduct.

6.2. External social media channels should not be used for internal business communications among trustees.

7. Reference Documents

Education Act, R.S.O. 1990, c. E.2

OPSBA Trustee Development Program- Social Media Module