

Welcome to the OPSBA Board of Directors

Quick Start Introduction, 2018-2019



ONTARIO PUBLIC
SCHOOL BOARDS'
ASSOCIATION

Leading Education's Advocates

Welcome to your role as a Director on the OPSBA Board. As a Director, your work helps shape OPSBA's policies, direction and the overall management of OPSBA's affairs.

(This document is intended only as a "quick start" introduction to OPSBA. It is strongly recommended that you visit the OPSBA website to get acquainted with the reference materials listed at the bottom of page two.)

OPSBA's five 2018-19 multi-year strategic priorities are:

- The Whole Child and Student Well-Being for Today and Tomorrow
- Advancing Reconciliation: First Nation, Métis and Inuit Education
- Labour Relations
- Education Funding
- Trustees as Leaders in Public Education

As a Director on the OPSBA Board, you will attend five board meetings throughout the year. The OPSBA Board of Directors generally meets in late September, late November or early December, late February, late April and in June immediately preceding the Association's Annual General Meeting. The OPSBA Board consists of approximately 50 individuals representing all of our member boards.

OPSBA Directors:

- Attend Board of Directors' meetings and ensure their board's concerns are presented to the Regional Council Chairs/Vice-Presidents and the Board of Directors
- Provide in camera updates to their boards, as appropriate, on bargaining matters
- Provide an opinion which he/she believes would reflect the general census of the board being represented at any Board of Directors meeting
- Help build Member Board commitment to OPSBA through liaison activities and information sharing with other trustees and Member Boards
- Keep senior administration informed of OPSBA issues, sharing available reports and position papers
- Ensure that their board, group of school authorities, treatment centre boards, or First Nation trustees they represent are kept fully informed of OPSBA activities
- Ensure that OPSBA is kept informed of local board needs, important issues and events
- Vote on certain collective bargaining matters such as the ratification of a memorandum of settlement of central terms during bargaining years in accordance with the *School Boards Collective Bargaining Act* (SBCBA)

N.B: The Association pays the travel and accommodation costs for all Members of the Board of Directors when attending meetings of the Board. Alternate Directors will have their expenses paid ONLY when replacing an absent Director at meetings of the Board. (Guidelines on the back of the expense form.)

Board of Directors Operational Practices

- **The first four meetings are held in Toronto** on Friday from 7 p.m. to 9 p.m. and continue Saturday from 9 a.m. to approximately 3 p.m. Expenses are reimbursed for these four meetings according to OPSBA's trustee expense claim guidelines.
- **The Annual General Meeting and Program in June (this year in early July when Ontario hosts the Canadian School Boards Association Congress) includes a short Board meeting.** No expenses are reimbursed for this meeting as it is anticipated that each board member will also be attending the AGM.

What to Expect at an OPSBA Board of Directors Meeting

- You will receive your electronic or printed copy of the meeting's agenda at least one week prior to the board meeting. Private session (in camera) material is printed on **pink** paper.
- Board meeting resources are also posted for your review on the "Members Viewing Only" section of OPSBA's website. This password protected site gives you the option of downloading agenda items from the website. If you have difficulty accessing the "Members Only" section, please contact the OPSBA office at (416) 340-2540 or dlazaroff@opsba.org for assistance.
- Board meetings are governed by Canadian Parliamentary Rules of Procedure, see Appendix 3, pg. 28 of the *OPSBA Board of Directors Orientation Material* for more details.
- At each board meeting, make sure to pick up your name plate, expense form, and any additional agenda material that might be provided. Please note there are no assigned seats around the board table.
- All Board of Directors members will be reimbursed for expenses incurred while attending the board meeting according to OPSBA's Expense Guidelines. You will receive an Expense Claim Form at each meeting. Please submit the completed form to OPSBA for payment. **Please note you must make your own travel and hotel arrangements.**

Dates of OPSBA 2018-2019 Meetings

December 7-8	UPDATED: Board of Directors - Sheraton Centre Hotel, 123 Queen St. West, room rate \$219 (Cut-off date for room reservation at the meeting rate is November 6, 2018)
January 24	PES Pre-Symposium
January 24-26, 2019	Public Education Symposium (PES) - Sheraton Centre Hotel, Toronto
January 26	Regional Meetings at PES (with common discussion items)
February 22-23	Board of Directors - Sheraton Centre Hotel, 123 Queen St. West, Room rate \$219 (Cut-off date for room reservation at the meeting rate is January 28, 2019)
April 4-5	Education Labour Relations & Human Resources Conference
April 13	Regional Meetings with common agenda/priorities discussion
May 3-4	Board of Directors - Sheraton Centre Hotel, 123 Queen St. West, Room rate \$219 (Cut-off date for room reservation at the meeting rate is April 8, 2019)
June 7	Joint Policy Development and Education Program Work Team Meeting
July 4-7, 2019	OPSBA AGM and CSBA Congress in Toronto

Reference Materials Available

For a more in depth detail on the Association and the role of the director please see the following material, available on the [OPSBA Website](#) and at the board meeting:

- [OPSBA Board of Directors Orientation Material booklet](#)
- Roles and Responsibilities 2018-19 Guide
- [2018/2019 Key Work](#)
- [Annual Report](#)
- [OPSBA Meeting Dates Schedule 2018-19](#)