

TUESDAY, JUNE 16, 2026

Open Session: 5:15 pm (Hybrid Meeting – in person in Grimsby Lincoln room or via MS Teams)

AGENDA

ATTENDANCE

Trustee Committee Members

Trustee Beamer (Chair), Trustee Baggott, Trustee Barnett, Trustee Brousseau, Trustee Mitchell

Administration

Kelly Pisek (Chief Executive Officer), Jennifer Feren (General Counsel), Karen Bellamy (Executive Assistant to CEO)

Recording Secretary

Kerry Baker (Law Clerk to General Counsel)

A. WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

B. CALL TO ORDER / NOTING OF MEMBERS ABSENT

C. APPROVAL OF AGENDA

D. MEETING MINUTES OF JUNE 8, 2026

E. NEW BUSINESS

- 1. Student and Family Support Office Trustee Resource - Report** (attached)
- 2. Board and Committee Meetings**
 - **Sample Framework Overview** (attached)
 - **Sample Year-at-a-Glance** (attached)
- 3. Board Agenda – Sample Order of Business** (attached)

AD HOC GOVERNANCE COMMITTEE

JUNE 16, 2026



F. NEXT MEETING

G. ADJOURNMENT

MONDAY, JUNE 8, 2026

Open Session: 5:15pm Hybrid Meeting via MS Teams and in person in Grimsby Lincoln Room

MINUTES

ATTENDANCE

(*denotes approval received to attend electronically)

Trustee Committee Members

Trustee Beamer (Chair), Trustee Baggott, Trustee Barnett*, Trustee Brousseau*, Trustee Mitchell

Administration

Kelly Pisek (Chief Executive Officer), Stacy Veld (Associate Director, Corporate Services), Karen Bellamy (Executive Assistant to Chief Executive Officer), Jennifer Feren (General Counsel)

Recording Secretary

Kerry Baker (Law Clerk to General Counsel)

Trustee Guests

Trustee H. Campbell, Trustee Klassen*, Trustee MacIntosh*

A. ACKNOWLEDGMENT OF TRADITIONAL TERRITORY

Chair Nancy Beamer opened the meeting with an Acknowledgement of the Traditional Territory of the Haudenosaunee and Anishinaabe peoples.

B. CALL TO ORDER /NOTING OF ABSENCE

Chair Beamer called the meeting to order at 5:25 p.m.

Quorum was met.

C. APPROVAL OF AGENDA

The Agenda was reviewed and approved.

Moved by Trustee Mitchell
Seconded by Trustee Baggott

“That the Agenda of the Ad Hoc Governance Committee is approved.”

CARRIED

D. NEW BUSINESS

1. OPSBA Update – oral report delivered by Trustee Beamer

At the meeting, Chair Beamer shared an overview of key information received from the OPSBA AGM held on Friday, June 5, 2026. Trustee Brousseau also confirmed his participation in the AGM. Much of the details await the release of Regulations but key themes that were shared included:

- Ministerial direction on required education materials to be used by teachers. OPSBA confirmed no information has addressed use of professional judgment by teachers or use of supplemental materials
- Ministerial direction on communications that will come from boards
- Ministerial direction on student assessment/testing and attendance requirements. No regulations released to date
- Elimination of school climate surveys
- Capital Projects can be taken over and a third-party project manager appointed when they are delayed or over budget.
- Supervisor’s earnings will not be open to public discourse (for boards under supervision)
- Director’s appraisal remains important
- Guidance suggesting that only important meetings to be called for all Trustees to join
- Central bargaining is solely with CODE; although Trustees are entitled to request updates.

In the discussion, Trustees acknowledged that it is difficult to determine the changes to Trustees’ work while some sections are not yet in force and there are minimal regulation or direction released to date.

CEO Pisek shared some recent developments and directions received from the Minister related to the change in expenses for Trustees, the immediate adoption of the title of CEO for Directors, immediate direction that paper copies are required for elementary report cards despite electronic systems having been used. CEO Pisek also referenced Ministerial direction is expected on what motions will be in the purview of Trustees and that it is anticipated that many things will be released in the coming weeks, including on the purchase of materials (including software). As a result, while not standing still, operations are being cautious while information is forthcoming.

Chair Beamer reiterated that OPSBA has offered advice that all remain calm and professional and not get ahead until actual information is received.

2. Exploratory Discussion regarding the following items:

- a. Student and Family Support Office Update**
- b. Review of Proposed Committee Framework**
- c. Policy Framework**
- d. Efficiency of Board Meetings (e.g., number of meetings, agenda format)**
- e. Committee and Board packages delivery timing (Trustee Brousseau)**

At the meeting, Chair Beamer confirmed that these items were on the Agenda for exploratory discussions to provide all Trustees the opportunity to share ideas and that no resolutions were being considered due to the preliminary nature of the discussions that were to occur.

CEO Pisek proposed that the exploratory discussion may be out of order of the Agenda items to permit maximum participation as items (b)-(e) interact with each other and the Student Family Support Office would be discussed at the end.

CEO Pisek opened the conversation the efficiency of Board Meetings and Committees. She began the conversation for Trustees and staff to consider that the best manner to spotlight the collaboration with Trustees and the school communities. The suggestion that Board Meetings can be used as an opportunity to amplify the Board's focus on the legislative requirements and student achievement and well being by ensuring a fulsome agenda where discussion and questions occur in the public facing Board Room could be an opportunity. This could be done with a shift to bringing more matters directly to Board and considering reducing committees, except where required by legislation. The legislative committees for Board meetings include: SEAC, PIC, SAL, Audit, DPA.

Consideration of some of these concepts would both necessitate and make it feasible for Board packages to be released to Trustees at an early stage to afford sufficient time for Trustee preparation in advance of Board meetings. In the discussion, Trustees reiterated that more fulsome board meetings did not take away their current practice of reaching out with questions of clarification in advance of board meetings to afford all the opportunity to have the best information available for Trustees to make informed decisions at Board meetings.

In the discussion with Trustees, thoughts also included that to ensure time for meaningful conversations, it may mean changes to the content of board meetings and possible reduction to the number of meetings per year. For example, if the focus of Board Meetings was Trustees' work, it may necessitate the shift away from some current items like DSBN highlights and other celebrations of schools and students at Board meetings. This information is important but may be better shared

outside of board meetings – e.g., DSBN Highlights can continue monthly or 4-5 times per year and be shared with directly Trustees and DSBN staff. This preserves the good news Trustees and schools can promote in the community but provides more opportunity to address the business of the Board. As well, it was considered that other celebrations could be shared through social media at schools or at the system level.

In discussions, Trustees offered support of some of the concepts echoing the need to ensure that the public can see the work that Trustees perform.

The next discussion focused on policy and the policy committee. CEO Pisek acknowledged that the current use of the term “policy” may be confusing to the general public. She suggested that General Counsel take the lead on a review of policies. Initial thinking includes a focus on considering our current policies – which are necessary and public facing; which should be revoked as not relevant to the public (e.g., policy on guidance for staff on retirement) and what could be tools or guidelines to assist families and Trustees navigate situations. Trustees shared their thoughts on ensuring that the policy library function better and remain transparent to the community in plain language readable by the community. Suggestions also included not only have a policy library as a tab on the website but also have relevant policies imbedded in the relevant sections of the website (e.g., Special Education policies should also be linked on the Special Education section of the website for ease of navigation). General consensus supported the concept of working to streamline the policy library focusing on the items that need to be public facing and eliminate others. Discussion also considered once this work was done, review of policy might be another matter to be brought directly to Board.

Lastly, the requirement for the new Student and Family Support Office (SFSO) and navigating questions received by Trustees was discussed. CEO Pisek shared that the work in anticipation of the September 1st launch is well underway under the leadership of Superintendent Michael Burns and Public Relations Manager, Milica Petkovic. It was confirmed that there is no “office” but instead will include an online intake form, dedicated phone line and email address where messages can be left. The SFSO was created by the Ministry of Education to support Boards under supervision but now were required in all Boards. The discussion recognized that DSBN Trustees have an ongoing and important role supporting parents and guardians. Through the discussion, general consensus reflected the importance of Trustees ensuring that they directed inquiries either to Superintendents for child related inquiries or to the SFSO for system and facility related questions. The conversation reflected the efficiencies of ensuring Trustees only directed questions to one pathway as initiating 2 mechanisms would be confusing and not synchronized. The best thinking was that we start with the SFSO requirements and can revisit the question of Trustee tracking if needed at a later time. Following the conversation, CEO Pisek committed to bringing back a proposed framework of Board and Committee structures, as well as a SFSO trustee resource to the next meeting on June 16.

E. NEXT MEETING

Tuesday, June 16, 2026 at 5:15 pm

F. ADJOURNMENT

AD HOC GOVERNANCE COMMITTEE

MONDAY, JUNE 8, 2026



The meeting of the Ad Hoc Governance Committee adjourned at 6:55 p.m.

Trustee Community Engagement Framework

Tuesday, June 16, 2026

BACKGROUND:

Beginning September 1, 2026, DSBN will operationalize the Student and Family Support Office (SFSO) as required by Regulation.

In the discussion at the June 8th Governance Committee meeting, a few key elements were emphasized:

- SFSO cannot replace the human connection that Trustees bring to interactions with parents and guardians when they have inquiries about their children
- Trustees can provide guidance in an empathetic way in their support of families ensuring that the family feels seen and heard
- Trustees indicated a desire to continue to support families in addressing questions or concerns as they have to date, including listening, replying and referring them either to resources or helping them navigate concerns to the school or superintendent's office
- SFSO may be best situated for other non-child related questions on such matters as:
 - School facilities and grounds
 - System policies, programs and processes
 - Community member inquiries
- While the SFSO will allow inquiries via phone or email, the most effective way for inquiries will be through use of the online intake form
- Online intake form means a faster more accurate routing and better experience for families as it is:
 - Short and simple to fill out
 - Includes space for parents/guardians or community members to share comments in their own words
 - Logged and directed to the department best positioned to help

Based on the discussion and feedback received, a Trustee Resource is attached outlining the 2 pathways for community engagement: **Path A – The Human Connection** and **Path B – The System Connection**. Additional resources include proposed emails for Trustee to use when referring community member to the SFSO under Path B and screenshots of the most recent working images of the online intake form.

RECOMMENDED MOTION:

“That the Trustee Community Engagement Framework report dated June 16, 2026 be received”

Respectfully submitted,

Jennifer Feren
General Counsel

Milica Petkovic
Public Relations Manager

Date: June 16, 2026

For further information, please contact Jennifer Feren, General Counsel and Milica Petkovic, Public Relations Manager
dsbn.org

Community Engagement – Two Pathways

A framework to guide Trustees when community members reach out with questions or concerns, honouring your role and our shared commitment to meaningful relationships.

Community Member Reaches Out
Parent, guardian, or community member contacts a Trustee

Path A: The Human Connection

Child, staff and/or school-related inquiries

Trustees already navigate this side of their role with care and intention, helping families feel seen and heard. Your instinct to support and make a connection to DSBN staff is exactly what our community needs.

Path B: The System Connection

Facilities, programs, policies or board processes

When questions relate to how our system works - buildings, facilities, programs, policies - the most effective path is connecting families with the Student and Family Support Office (SFSO).

- 1 Has the family connected with the teacher?**
Listen fully to the information provided, then ask if the parent or guardian has connected with the classroom teacher. If not, kindly encourage them to start there - the school is always the first step.

- 2 Has the family connected with the principal?**
Ask if the parent or guardian has connected with the principal. If not, kindly encourage them to reach out. This approach helps ensure student, staff and/or school-related inquiries are handled at the school level, by staff who understand the people and situation and are best positioned to respond quickly and appropriately.

- 3 Refer the family to the Office of the Superintendent**
If the family has already spoken with the teacher and principal and feels the matter needs further attention, ask whether they have connected with the Office of the Superintendent. If not, provide the Superintendent's name and Administrative Assistant's phone extension to help facilitate a conversation.



Friendly reminder - pass it on

Trustees are encouraged to forward the email to the Superintendent to help raise awareness and ensure timely follow-up.

- 4 Refer the family to the Office of the CEO**
If all avenues - teacher, principal, and Superintendent - have been explored and there remains a need for further discussion, refer the inquiry to the Chief Executive Officer (CEO).

- 1 Refer to the Student & Family Support Office**
Encourage the parent/guardian or community member to reach out the SFSO. This dedicated resource is the central point of contact for inquiries related to school facilities, system policies, programs and operational processes.

Ways to connect with the SFSO:

<https://studentandfamilysupportoffice.dsb.org>

✉ Email: supportoffice@dsbn.org ☎ Phone: 905-346-1303

- 2 Encourage detailed form submission**
Ask them to complete the SFSO inquiry form and include as much detail as possible. This helps ensure the inquiry is routed promptly to the right department and receives the most helpful response.

Benefits of using the form:



- *The form is short and simple to fill out – it will only take a few minutes!*
- *There is space for parents/guardians and community members to share comments in their own words*
- *Every submission is logged and directed to the department best positioned to help*

The bottom line

More detail in the form means faster, more accurate routing - and a better experience for the family.

AD HOC GOVERNANCE COMMITTEE

Tuesday, June 16, 2026

TRUSTEE RESOURCE:

EMAIL TEMPLATE TO REFER COMMUNITY MEMBERS TO SFSO SITE

Dear [Name],

Thank you for reaching out.

For inquiries related to school facilities, programs, board policies, or system processes, I encourage you to use a resource designed to help: the Student and Family Support Office (SFSO) webpage.

The SFSO helps ensure your inquiry reaches the right department or staff member. The best way to connect is through the online form, found here: <https://studentandfamilysupportoffice.dsbn.org>.

The form is short and simple to fill out – it will only take a few minutes and I recommend it for a few reasons:

- There is space to share your comments in your own words, so you can provide as much context as you'd like
- Every submission is logged and directed to the department best positioned to help

I'm glad you took the time to connect, and I hope this gets you the support you're looking for.

Sincerely,
[Trustee Name]

TRUSTEE RESOURCE:

SCREEN SHOTS OF THE STUDENT & FAMILY SUPPORT OFFICE SITE

Student & Family Support Office

DSBN

STUDENT AND FAMILY SUPPORT OFFICE

[Public Form](#) [Admin Portal](#) [Manage Routing](#)

[Sign Out](#)

PARENT AND GUARDIAN SUPPORT

Student and Family Support Office

We're here to help.

DSBN's Student and Family Support Office offers parents and guardians an added way to access timely support when navigating complex questions or concerns related to their child's education.

Before contacting the Student and Family Support Office

We encourage you to first bring your question or concern to the school directly. Most concerns can be addressed by speaking with your child's classroom teacher or principal.

Contact

If your question or concern requires additional follow-up or assistance beyond the school and superintendent level, please contact the Student and Family Support Office:

- [Fill out the intake form on this page.](#)

Timelines and reporting back

The DSBN Student and Family Support Office, in alignment with the service standards outlined in the Ministry of Education's [PPM.170](#), will endeavour to acknowledge your inquiry within two business days and provide a full answer within five business days. If we cannot provide a full answer within five business days, we will provide an estimate of when you can expect a response.

When emailing or calling in, please provide as much information as possible, including parent and student name, school name, and a detailed description of your question or concern. Review the [privacy notice](#).

FORM

Form instructions

When filling out the form below, please select one of the categories that best fits your question or concern. After you submit the form, you will receive an automated reply via email confirming your form was submitted.

Submissions are triaged by the Student and Family Support Office team and assigned to the appropriate staff for action and response. The person assigned aims to provide a response or an estimate of when you can expect a response, within five business days.

AD HOC GOVERNANCE COMMITTEE

Tuesday, June 16, 2026

SCREEN SHOTS OF THE ONLINE INTAKE FORM:

Form

If parent/guardian indicates they have not contacted the school, the form encourages them to start with the school and provides a drop-down list of schools to facilitate this.

1. Have you contacted your school?

Most school-based questions can be addressed quickly by speaking with the school first.

☐ Yes

☒ No

☐ Not school specific

Contact your school first

Your school is the best place to start. Please select your school from the list below to find contact details. If your question or concern requires additional support, continue to the form below.

School

Select your school... ▼

I still need support

AD HOC GOVERNANCE COMMITTEE

Tuesday, June 16, 2026

If parent/guardian selects “Yes” (they have already contacted the school) or “Not school specific”, the full form auto populates, with space to share their question or concern.

1. Have you contacted your school?

Most school-based questions can be addressed quickly by speaking with the school first.

☒ Yes

☐ No

☐ Not school specific

2. Intake form

Name

Email

Phone Number

School

Not school specific

Category

Select category...

Message

Submit intake form

Tuesday, June 16, 2026

Acknowledges receipt of submitted question or concern

Summary by Copilot ✕

AD HOC GOVERNANCE COMMITTEE

Tuesday, June 16, 2026

Following response (phone or email correspondence), the parent/guardian or community member will receive an email sharing that the submission has been marked complete. This is connected to the Ministry-mandated survey.

Please rate your support experience

Summary by Copilot

Student and Family Support Office<supportoffice@dsbn.org>
To: Petkovic, Milica
Mon 5/11/2026 1:52 PM

Hi Milica Petkovic,

Your incident SFSO-X6NBN3EUHN has now been marked completed. Please share your feedback.

[Rate your outcome and leave notes](#)

If you do not feel your issue has been resolved, [click here to reopen it](#).

Thank you,
Student and Family Support Office

Reply Forward

SAMPLE FRAMEWORK OVERVIEW

DSBN Board and Committee Meetings

Statutory Committees	Meeting Frequency	# of Trustees	Board Reporting
Audit Committee	Meets minimum 3 times per fiscal year	3 Trustees	Open & COW Reports
Special Education Advisory Committee (SEAC) <i>*Trustees serve a 4-year term</i>	10 meetings per school year	2 Trustees and 2 Alternate Trustees	Minutes
Supervised Alternative Learning (SAL) Committee	Meets once per month, during daytime, 1:00 pm	1 Trustee	No Reporting to Board
Parent Involvement Committee (PIC)	Meets 4 times per school year	2 Trustees	Minutes
Director Performance Appraisal Committee (DPAC)		5 Trustees	Approval
Student Discipline Committee	Meets during daytime, as needed basis	3 Trustees plus 2-3 alternates	No Reporting to Board

Working Committees	Meeting Frequency	# of Trustees	Board Reporting
Policy	Sept 2026, then as needed	5 Trustees	New policy framework shared
Governance	As needed	5 Trustees	Committee Chair reports to Board as needed
Student Senate	Approx 6-8 meetings	2 Student Trustees 1 Indigenous Student Trustee	Reports to Board

Board Meetings	Meeting Frequency	# of Trustees
Regular (Open) COW (Private) – as needed	5 times per year Oct/Nov/Feb/Apr/June	Full board of Trustees, Student Trustees, Indigenous Student Trustee

DSBN Board and Committee Meetings

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Statutory Committees	Audit		Audit				Audit			
	SEAC	SEAC	SEAC	SEAC	SEAC	SEAC	SEAC	SEAC	SEAC	SEAC
	PIC		PIC		PIC				PIC	
	SAL	SAL	SAL	SAL	SAL	SAL	SAL	SAL	SAL	SAL
Trustee Working Committees	Policy	DPA					DPA			
	Governance				Governance					
Staff Work	Year End	Year End	Revised Estimates	Revised Estimates	Multi-year Capital Plan	Multi-year Capital Plan	Ministry Reports	2027-28 Staffing	2027-28 Staffing	OSSLT
	Capital Priorities	Capital Priorities		Boundary Consultation	Boundary Consultation	Enrolment Planning	Multi-year Capital Plan	Budget	EQAO	Math EQAO
		Ministry Reports		School Naming	School Naming	Budget	Enrolment Planning		Budget	Budget
	Staff Re-organization			School Year Calendar	School Year Calendar		Budget			
Ongoing	Special Education Reports, Safe Schools, Mental Health & Well Being, Indigenous Education, Equity, Curriculum, Human Resource Matters, Negotiations, Property									
PD/Other			Trustee Orientation	Trustee PD	Trustee PD					
			Committee Selections							
Board Meetings										
Minutes		Audit	Audit					Audit		
		SEAC (2)	SEAC			SEAC (3)		SEAC (2)		SEAC (2)
		PIC	PIC			PIC		PIC		PIC
Reports		Governance	Governance			Financial		Financial		Financial
		Policy process approval	Policies to be approved			Policy approval		Policy approval		
		Staffing	EQAO			Boundaries		Staffing		
		Student Senate	Student Senate			Student Senate		Student Senate		
			MAAP			School Year Calendar		MAAP		
								SAP		
COW/ Special as needed		Audit	Audit					Audit		
								DPA		DPA resolution

<DATE>

Public Session: 6:00 pm

AGENDA

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
2. **CALL TO ORDER AND NOTING OF MEMBERS ABSENT**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **SINGING OF O'CANADA**
5. **ADOPTION OF THE AGENDA**
6. **APPROVAL OF BOARD MINUTES**
7. **DELEGATIONS**
8. **CEO REPORT TO BOARD**
9. **BUSINESS OF THE BOARD**
10. **STAFF REPORTS TO BOARD**
11. **CORRESPONDENCE AND COMMUNICATIONS**
12. **FUTURE MEETINGS**
13. **COMMITTEE OF THE WHOLE** (when required)
 - a) **Motion To Move to Committee of the Whole (Private Session)**
 - b) **Motion To Return to Open Board (Public Session)**
14. **RATIFICATION OF BUSINESS CONDUCTED IN COMMITTEE OF THE WHOLE** (when required)
15. **RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING**
16. **ADJOURNMENT**

BOARD MEETING AGENDA

<DATE>



NOTE: Changes to the Order of Business include:

Numerical list of Agenda Items (new)

Reflective Reading (removed)

Business Arising from the Minutes (removed)

Educational Showcasing or Presentations (removed)

Student Achievement Reports (removed, to be included under 'Staff Reports to Board')

CEO Report to Board (new item)

Board Recess (removed from agenda, can happen anytime at call of the Chair)

Old Business (renamed 'Business of the Board')

New Business (removed, to be included under 'Business of the Board')

Questions Asked of and by Board Members (removed)

Trustee Information Session (removed)

Trustee, Student Trustee, Indigenous Student Trustee Communication and Liaison (removed)

OPSBA and OSTA-AECO Reports (removed)