# BURLINGTON PAR ADMINISTRATIVE REVIEW REPORT MATRIX

| DIRECT EXCERPTS FROM THE ADMINISTRATION REVIEW REPORT | PAGE | RESPONSIBILITY | POTENTIAL NEXT STEPS |
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| …rules about emailing and texting during Board Meetings… some discussion but there were no rules… The rules of decorum, to use an old fashioned word, are something that the Trustees themselves must grapple with.<br><br>***There was no verifiable breach of Policy.*** | 34 | Trustees | • Discussion regarding use of text/email during meetings<br><br>**TIMELINE:**<br>**DETERMINED BY BOARD** |
| The Delegations By-Law should be amended to except the PAR process from the particular Delegations rule.<br><br>***While the Board was in breach of its Policy, the breach had no material effect on the final decision.***<br><br>…Director's Final Report was deficient in that it did not provide the compiled feedback from the public delegations to the Board of Trustees. The current Board adopted a new Policy on delegations which does not require that delegates submit written presentations.<br><br>***There was a breach of Policy. The breach made no material difference to the final decision.*** | 36<br><br><br><br><br>33 | Trustees | • Review Delegation Process<br><br>**TIMELINE:**<br>**DETERMINED BY BOARD** |
| Some members of the public clearly thought that their role was to interfere and instruct rather than observe. In addition, members were definitely harassed using social media.<br><br>***I recommend that the Board amend PAR Policy 3.1 so that the Working Meetings of the PARC are private meetings. I further recommend that the Notes and Minutes of these meetings be made public with no attribution of specific remarks or motions to the individual member.*** | 36/37 | Trustees<br>Board Staff/<br>Director | • Revision of PAR Policy will be instigated by provincial review of policy template<br>• Board review of PAR policy in compliance with Ministry policy guidelines will follow<br>• Staff/Director advice and guidance re: logistics for meetings<br><br>**TIMELINE: FOLLOWING PROVINCIAL PAR REVIEW** |
| It was always clearly stated that their role (PARC) was advisory rather than decision-making…<br>….misinterpretation how an advisory committee, or indeed any Board Committee should operate. While it cannot make decisions for the Board, an advisory committee should be able to move motions and vote on what it will provide as advice.<br><br>***I recommend that PAR Policy 3.1 be amended to clarify that detailed Notes will be taken during PARC Meetings and that the advice which the PARC forwards to the Board should be approved by Motion according to Robert's Rules.*** | 37 | Trustees<br>Board Staff/<br>Director | • Revision of PAR Policy will be instigated by provincial review of PAR policy template<br>• Board review of PAR policy in compliance with Ministry policy guidelines will follow<br>• Staff/Director advice and guidance re: logistics for meetings<br>**TIMELINE: FOLLOWING PROVINCIAL PAR REVIEW** |

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| The main complaints about communication seem more about the style of some of the meetings than about the total effort. Some members of the public expected Question and Answer sessions whereas the meetings were clearly advertised as designed to provide information.<br><br>*I recommend if the Town Hall format is used again, and many people liked it, there be a brief session where attendees gather to get an explanation of how the evening will work and who will be providing information.*<br><br>*I recommend that any Poster Style information be in plain English, without the use of acronyms or education jargon.*<br><br>*I also recommend that, at public meetings, cards be made available on which the public may write ideas, suggestions or questions to be answered on the Board website.* | 37 | Board Staff / Communications | • Additional information to communicate format of information evening<br>• No use of acronyms or "education jargon" on public posters<br>• Means for written questions to be submitted by public<br><br>**TIMELINE:**<br>**FUTURE PAR PROCESS** |
| (*re: communication with staff re: PAR process*)<br><br>**The Board's instructions to principals about who may have access to information such as email addresses, be posted on the Board website.** | 37 | Board Staff / Director, Superintendents | • Public transparency regarding role of school administrators during a PAR<br>• Clear communication to staff<br><br>**TIMELINE:**<br>**FUTURE PAR PROCESS** |