



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

**Executive Committee
PUBLIC AGENDA
May 2, 2011
immediately following closed session at 1:30 p.m.
Board Committee Room**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations - none		
	Approval of agenda		
	Approval of the minutes: April 4, 2011	A-1	
	Business arising from the minutes		
B	Recommendations		
	Report from staff		
	• Policy Review		KS
	o Board Policy No. 3-I: Indemnification of Board Members	B-1	
	o Board Policy No. 11-F: School Enrolment/ School Capacity Committee	(htf)	
C	Information		
	Governance Training Dates	Verbal	KS
	• Monday, May 30, 2011 and Tuesday, June 7, 2011		
D	Draft agenda review		
	Operations and Finance Committee	D-1	D. Inch
	Program and Human Resources Committee	D-2	T. Goodfellow
	Public Board	D-3	C. Pitman
E	Correspondence		

Adjournment

Next regular meeting: Monday, June 6, 2011

Membership
S. Clements, T. Goodfellow, M. Hall, D. Inch, and C. Pitman



- DRAFT -
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
EXECUTIVE COMMITTEE
PUBLIC MEETING MINUTES
Monday, April 4, 2011

Members present: T. Goodfellow, M. Hall, D. Inch, and S. Clements

Regrets: C. Pitman

Guests: None

Resource: K. Soule, Director of Education

Minutes: S. Cole, Secretary

Vice- Chair Hall called the meeting to order at 2:36 p.m.

Delegations/presentations

None

Approval of agenda

Moved: D. Inch

Seconded: T. Goodfellow

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: S. Clements

Trustee Clements advised that on page 3 of the minutes the reference to Board Policy 3-C Student Representation on the Board is incorrect as it refers to a binding and non-binding vote. It was noted that this would be reworded as is stated in the policy.

That the minutes of the meeting of March 7, 2011 as corrected, be approved.

Carried

Business arising from the minutes

None

Recommendations

Policy Review

Board Policy No. 3-I Indemnification of Board Members

The Director remarked there are no recommended revisions to this policy. Upon questions raised regarding liability insurance of a board member as referenced in section 2.2, Trustees agreed that the clause be separated for clarification purposes.

Director Soule will take their recommendations back to Superintendent Rutherford for revision.

Board Policy No. 11-E: The Budget Committee

After review of the above policy, it was noted that section 2.2 remain as part of the policy and not be deleted but reworded as follows – *“The Budget Committee shall review and consider the estimates of Board revenue and expenditures”*.

Trustee Goodfellow left the meeting at 2.55 p.m.

Moved by: S. Clements

Seconded by: D. Inch

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 11-E: The Budget Committee, as amended, and contained in Executive Committee Report No. B-1, dated April 4, 2011.

Carried

Board Policy No. 11-G Special Education Advisory Committee

Moved: D. Inch

Seconded: S. Clements

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 11-G: Special Education Advisory Committee, as amended, and contained in Executive Committee Report No. B-1, dated April 4, 2011.

Upon review of the policy and questions raised by Trustees under the policy heading “Purpose”, the Committee agreed that the last sentence of the clause, *“The purpose of the Special Education Advisory Committee..... Board Mission and Goals”* be moved to the beginning of the clause. Other questions rose concerning membership and terms used in the policy were answered by the Director of Education.

Carried

Board Policy No. 17: Transportation of Students

Moved: D. Inch

Seconded: S. Clements

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 17: Transportation of Students as contained in the Executive Committee Report No. B-1, dated April 4, 2011.

Trustees reviewed the policy and recommended a few minor changes to the wording in Section 2.2 by including “Inc.” after “Tri-Board Student Transportation Services” and

renumbering of Section 5. Under Section 6, clause 6.12, the word “*Board*” should be revised to “*corporation*”. Questions were raised regarding information for parents and the provisions on transporting non-board students.

Carried

Draft agenda review

Operations and Finance Committee

- Reviewed the agenda
- Under Information – Policy Review, remove Board Policy No. 3-1 Indemnification of Board Members

Program and Human Resources Committee

- Reviewed the agenda
- Under Information, Administrative Procedures Review, should be revised to Administrative Procedures “*Review*” and under Policy Review, remove Board Policy 3-1 Indemnification of Board Members.

Public Board agenda

- Reviewed the agenda
- Possibility an addition to the agenda re: resolution regarding the director of education selection appointment
- Supervisory Officer placements
- Date to be changed to “Tuesday”, May 24, 2011

Correspondence

None

Adjournment

The Executive Committee meeting adjourned at 3.22 p.m.



Decision X Information _____

To: C. Pitman, Chair and Members of the Executive Committee

From: K. Soule, Director of Education

Re: Board Policy Review – No. 3-I: Indemnification of Board Members

Purpose

Board Policy No. 7- Board Policy Development and Review, Section 7: Policy Review requires the Board to establish a process to examine policies as the review date comes in effect.

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively. The Director was authorized to review the Board Policies at the meeting held on Monday, January 24, 2011.

Board Policy No. 3-I: Indemnification of Board Members was reviewed for information at the Operations and Finance and Program and Human Resources Committees and forwarded to the Executive Committee for review at the meeting on Monday, May 4, 2011. The Executive Committee requested that the policy be returned to the Superintendent of Business for consideration of rewording Section 2.2 in order to allow for a clearer understanding of the clause

Current situation

As contained in Executive Committee Report C-2, dated January 10, 2011, an amendment to the above policy was completed and is presented to the Executive Committee for consideration and recommendation to Board for approval.

Appendix:

Appendix A - Revised Board Policy No. 3-I: Indemnification of Board Members

Board Policy No. 3-I: Indemnification of Board Members – a revision to the language in section 2.2 was reworded as noted in Appendix A.

Recommendation

Moved:

Seconded:

That the Executive Committee recommend Hastings and Prince Edward District School Board approve amendments to Board Policy No. 3-I: Indemnification of Board Members, as contained in Board Report No. B-1a, dated May 2, 2011.



**Hastings and Prince Edward
District School Board**

**Executive Committee
Report No. B-1
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May 2, 2011**

Respectfully submitted,

**Kathy Soule
Director of Education and Secretary of the Board**

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Revised	May 26, 2008 May, 2011
Review Date	May, 2011 May, 2014

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

Hastings and Prince Edward District School Board provides insurance to protect members of the Board from loss and/or liability incurred as a result of their public service.

2. PROCEDURE

2.1 As permitted under section 176 of the *Education Act*, Hastings and Prince Edward District School Board provides group accident insurance to indemnify a member of a Board or his or her estate against loss in case he or she is accidentally injured or killed, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.

2.2 The Board also provides group public liability and property damage insurance to indemnify a member of the Board, or his or her estate, in respect of loss or damage for which he or she has become liable by reason of:

2.2.1 injury to persons or property or ~~in respect of~~ loss or damage suffered by ~~him or her by a board member~~; ~~reason of~~

2.2.2 injury to his/ ~~or~~ her own property, ~~while traveling on the business of the Board or~~ in the performance of duties as a member of the Board, ~~either~~ within or outside the ~~area over which the Board has jurisdiction.~~ Board's jurisdiction.

Legal References:

Education Act, section 176 Benefits

Board References:

Board Policy No. 2 - Governance By-Laws and Standing Rules



Decision X Information

To: The Chair and Members of the Executive Committee
From: Kathy Soule, Director of Education and Secretary of the Board
Re: **Board Policy No. 11-F Student Enrolment/School Capacity**

Purpose

To request that the Executive Committee recommend that the Board approve changes to Board Policy No. 11-F Student Enrolment/School Capacity Committee as outlined in Appendix A.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion.

Board Policy No. 11-F Student Enrolment/School Capacity Committee has been amended by both strikeout and insertion of language to reflect the current practice and system plan, and to remove duplication of policy direction included in Policy No.15 Student Enrolment/School Capacity.

Appendix:

Appendix A – Revised Board Policy No. 11-F Student Enrolment/School Capacity Committee.

Recommendation

Moved:
Seconded:

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes to Board Policy No. 11-F Student Enrolment/School Capacity Committee, as contained in Executive Committee Report No. B-2, dated May, 2, 2011.

Respectfully submitted,

**Kathy Soule,
Director of Education and Secretary of the Board**

POLICY NO. 11- F	
Adopted	May 26, 2008
Last Revised	May 26 24, 20 11 08
Review Date	May 24, 200 13 14

STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE

1. PURPOSE

The Student Enrolment/School Capacity Committee shall review and make recommendations ~~onfor~~ matters relating to school enrolments, school capacities, including projected trends, and ~~the review of~~ any implications arising from such matters.

2. POWERS AND DUTIES

2.1 The committee shall consider the school board's long term capital plan in order to provide the best educational opportunities for students and to enhance the learning environment in all schools, while ensuring fiscal responsibility.

~~2.12.2~~ The committee shall review a preliminary report prepared by senior administration identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, as described in Policy No. 15: Student Enrolment/School Capacity, and in respect of which there may be a need to consider the possible consolidation, closure or program relocation in respect of one or more schools.

~~2.2~~ After reviewing the preliminary report, the ~~Student Enrolment/School Capacity C~~committee may recommend that the Board direct senior administration to ~~the form ation of~~ an Accommodation Review Committee for a group of schools or for a single school. ~~If the Board supports the committee recommendation, parents, guardians, the staff and school council members of the identified school group or school will be informed within one week, in writing, of the Board's decision to form an Accommodation Review Committee. The Accommodation Review Committee will prepare a school valuation report and recommendations.~~

2.3

2.4 Following the formation of an Accommodation Review Committee, the Student Enrolment/School Capacity Committee shall review and consider reports and recommendations from senior administration and the Accommodation Review Committee and receive public input into those reports in accordance with Policy No. 15: Student Enrolment/School Capacity.

~~2.3~~ The director of education and system administration will review the report and recommendations from the Accommodation Review Committee. Following this review, the director will present the Student Enrolment/School Capacity Committee with administration's report and recommendations in public session as set out in Board Policy No. 15 Student Enrolment/School Capacity.

2.5 The committee shall prepare its report and recommendations regarding pupil accommodation options to the Board.

~~2.4~~ The Student Enrolment/School Capacity Committee will hold a meeting for public input no sooner than 30 days after administration's report.

~~2.5~~ The recommendations will be presented in public in order to provide an opportunity for the public to make formal presentations to the Student Enrolment/School Capacity Committee concerning administration's report and the matters that are addressed in it and in the Accommodation Review Committee report. Following this meeting, administration will prepare a report and recommendations for the corporate Board.

3. MEMBERSHIP

The membership of the Student Enrolment/School Capacity Committee includes all members of the Board.

4. MEETINGS

The Chair of the committee shall call meetings as needed and in accordance with Board Policy No. 15 Student Enrolment/School Capacity when an Accommodation Review Committee (ARC) has been initiated.-

Legal References:

- *Education Act, paragraph 8 (1) 26 School Closing; section 171 Powers of Boards*
- Ministry of Education Pupil Accommodation Review Guidelines
- Ministry of Education Administrative Review of Accommodation Review Process

Board References:

Board Policy No. 15 - Student Enrolment/School Capacity
Administrative Procedure 178: Accommodation Review Committee (ARC)



Hastings and Prince Edward District School Board

Executive Committee
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May 2, 2011

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

Operations and Finance Committee PUBLIC AGENDA

Regular meeting of
May 9, 2011 – 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentations – None Approval of agenda Approval of minutes – April 11, 2011 Business arising from the minutes		
B	Recommendations		
C	Information		
	Capital projects update	C-1	D. Tregenza
	Policy Review	C-2	D. Rutherford
	• Board Policy No. 3-I: Indemnification of Board Members		
	Trustee expense reimbursement	C-3	D. Rutherford
D	Correspondence		
	None		

Next regular meeting: June 13, 2011 – 7:00 p.m.

Committee Membership: *M. Brant, S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Inch, Chair,
D. Patterson, C. Meyette (student trustee)*



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

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DRAFT **Program and Human Resources Committee** **PUBLIC AGENDA**

Regular meeting of
Monday, May 16, 2011 - 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – none		
	Approval of agenda		
	Approval of minutes – April 18, 2011	A-1	
	Business arising from the minutes		
B	Recommendations		
	Textbook/novel approval	B-1	T. FitzGibbon
C	Information		
7:00 p.m.	Student Success update	Verbal	K. Manderville
	Policy review:	C-1	R. McGall
	• Board Policy No. 3-I: Indemnification of Board Members		
	Start time for Program and Human Resources Committee meetings (Policy 11B)	C-2	R. McGall
	Police protocol update	C-3	M. Savery-Whiteway
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, June 13, 2011

Committee members: *Jennifer Cobb, Thelma Goodfellow, Chair, Lucille Kyle, Carl Pitman, Jim Williams, Vice-chair
Emily Tetzlaff (Student Trustee)*



Hastings and Prince Edward District School Board

Executive Committee
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May 2, 2011

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

**DRAFT
BOARD MEETING
PUBLIC AGENDA**
Regular meeting of May 24, 2011 – 7:00 p.m.
Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Board prayer		
	Delegations/presentations -		
	Approval of agenda		
	Approval of minutes: April 26, 2011	A-1	
	Business arising from the minutes	A-2	
	Report from Committee of the Whole Board		
B	Recommendations		
	Report from Executive Committee	B-	
	<ul style="list-style-type: none"> Board Policy 3-I: Indemnification of Board Members Board Policy 11-F: School Enrolment/School Capacity Committee 		
	Report from Operations and Finance		
	Report from Program and Human Resources		
Timed Item 7:15 p.m.	<ul style="list-style-type: none"> Frink Centre report 	B-	T. Goodfellow
	Report from Student Senate		
	<ul style="list-style-type: none"> Appointment of Student Trustees Amendment to Ontario Regulation 7/07 – Student Trustees 	B- B-	K.Soule K. Soule
C	Information		
	Calendar of events	C-1	K. Soule
	Report from Chair	Verbal	C. Pitman
	Report from Executive Committee	Verbal	C. Pitman
	Report from Operations and Finance Committee		
	<ul style="list-style-type: none"> Capital Projects 	Verbal	D. Inch
	Report from Program and Human Resources Committee	Verbal	T. Goodfellow
	Reports from staff		
Timed Item 7:25 p.m.	<ul style="list-style-type: none"> ISP Report Preliminary Administrative Placements 2011-2011 	Verbal Verbal	K. Soule R. McGall
	Reports from Trustees – Board committees and events	Verbal	All
	Trustee proposals and queries	Verbal	All
D	Correspondence		
	None		

Adjournment

Next regular meeting: Monday, June 20, 2011 – 7:00 p.m.

Trustees

M. Brant, S. Clements, J. Cobb, T. Goodfellow, M. Hall (Vice-chair), D. Inch, L. Kyle, D. Patterson, C. Pitman (Chair), J. Williams
Student Trustees: C. Meyette, E. Tetzlaff