



# Hastings and Prince Edward District School Board

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

Mandy Savery-Whiteway, Director of Education

**BOARD MEETING  
PUBLIC AGENDA**  
Annual meeting of December 5, 2016 – 7:00 p.m.  
Education Centre, Board Room

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Approval of agenda		M. Savery-Whiteway
<b>B</b>	<b>Elections</b>		
	Review of the election process	B-1	M. Savery-Whiteway
	Appointment of scrutineers		M. Savery-Whiteway
	Election of Board chair		M. Savery-Whiteway
	Election of Board vice-chair		Chair
	Confirmation of members to Program and Human Resources Committee		Chair
	Election of chair and vice-chair of Program and Human Resources Committee		Chair
	Confirmation of members to the Operations and Finance Committee		Chair
	Election of chair and vice-chair of Operations and Finance Committee		Chair
	Election of sixth member of Executive Committee (if required)		Chair
	Election of the chair and vice-chair of Student Enrolment/School Capacity Committee		Chair
	Election of members and alternate to Supervised Alternative Learning Committee		Chair
	Election of members to Audit Committee		Chair
	Election of members to Accessibility Committee		Chair
	Election of members to Parent Involvement Committee		Chair
	Confirmation of representative(s) to Administrative (non-Board) and External Committees		Chair
<b>C</b>	<b>Recommendations</b>		
	Report from the director of education	C-1	M. Savery-Whiteway
	• Trustee membership on committees		
	Motion to destroy the ballots	Verbal	Chair

## Adjournment

**Next regular meeting: Monday, January 23, 2017 – 7:00 p.m.**



**Decision X Information \_\_\_\_\_**

**To:** Chair and members of Hastings and Prince Edward District School Board

**From:** Mandy Savery-Whiteway, Director of Education and Secretary of the Board

**Re: Trustee membership on committees**

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**Purpose**

To provide a review of the election process and committees of the Board.

**Background**

At the annual Board meeting each December, elections are held for the chair and vice-chair of the Board, as well as chairs and vice-chairs of the Standing Committees of the Board.

**Current situation**

Appendix A is an excerpt from Board Policy No. 2 Governance By-laws and Standing Rules which details the election process. Appendix B Board Policy No. 11 Committees of the Board lists the committees of the Board and provides definitions of the types of committees and purpose.

**Appendices**

- Appendix A – Excerpt from Board Policy No. 2 Governance By-laws and Standing Rules
- Appendix B – Excerpt from Board Policy No. 11 Committees of the Board

Respectfully submitted,

**Mandy Savery-Whiteway  
Director of Education and Secretary of the Board**

**Excerpt from Board Policy No. 2 Governance By-laws and Standing Rules**

**2.4 Application of the election process**

- a) The election process described in subsection 2.5 below will be followed to elect the chair and vice-chair of the Board.
- b) The same process will be followed to elect committee chairs except where the committee chair is designated by these by-laws.
- c) Where it has been determined that selection to committee membership or as a Board representative is by means of an election, this process shall be followed.

**2.5 Election Process**

- a) Until the chair is elected, the director of education shall preside at the initial or annual meeting of the Board.
- b) The director of education shall appoint scrutineers to conduct the election as necessary, but not fewer than two.
- c) Nominations shall be received from the floor and shall be seconded. A member may move or second his or her own nomination. In the event a member nominated for office is not present, the nominator or nominators shall satisfy the presiding officer that the member's consent to nomination has been obtained. Nominees shall be afforded up to two minutes to address colleagues as to why they are standing for office.
- d) The vote shall take place by closed ballot. Election shall require a majority of the valid votes cast.
- e) All Board members shall record the name of a valid candidate of his/her choice (one choice only) on the designated ballot.
- f) Scrutineers will collect the ballots, count them and report the recorded results to the director.
- g) The director shall announce the results of the vote for the chair, but shall not declare the count. The chair shall announce the results of the votes for all subsequent offices, but shall not declare the count.
- h) The member receiving the votes of the majority of the Board members present shall be declared elected.
- i) If no member receives a clear majority, a second ballot shall be held. The names of the candidates shall be announced in order of the number of votes cast, beginning with the highest.
- j) Should no member receive a clear majority on the second ballot, the name of the person receiving the fewest votes shall be dropped from the ballot and the members shall vote again and so continue until a member receives a majority vote.
- k) Where a tie vote occurs after the second ballot during an election, the members involved shall draw lots to fill the position.
- l) Following the election of the chair and vice-chair of the Board, the chair shall bring forward a recommendation to the full Board for approval of Board members representation on standing and other committees. Following the approval, elections will be held for the chair and vice-chair of each of the standing committees (in accordance with the elections process identified in 2.5 a-k.) in a municipal election year, the Board shall also elect the representative to the Ontario Public School Boards' Association Board of Directors.
- m) By resolution of the Board or committee, all ballots shall be destroyed after the elections have been completed and the results declared.



## Hastings and Prince Edward District School Board

### BOARD POLICY # 11

Adopted	May 26, 2008
Last Revised	November, 2016
Review Date	November, 2019

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## COMMITTEES OF THE BOARD

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### 1. PURPOSE

Hastings and Prince Edward District School Board may establish by resolution such standing, special purpose and *ad hoc* committees as it deems appropriate or are required under legislation or through contractual obligations, and subject to any relevant legislation or contract.

The Board may determine the composition of the committees and the manner of selecting chairs and members. The Board may fix their terms of reference, reporting relationships and expected date of completion of their mandate. The Board may alter the composition of committees, their terms of reference, reporting relationships and expected date of completion of their mandate, as the Board may deem appropriate from time to time. The Board may also dissolve committees.

### 2. DEFINITIONS

**Ad Hoc Committee**—An *ad hoc* committee is appointed to make recommendations on a particular issue. The Board shall dissolve the committee once the final report to the Board has been made. An *ad hoc* committee may be a sub-committee of a standing committee.

**Advance Notice**—Advance notice excludes Saturday, Sunday and statutory holidays.

**Closed Meeting**—A closed meeting is closed to the public as provided by subsection 207 (2) of the *Education Act*.

**Committee Chair**—Committee chair means the chairperson of a standing, *ad hoc* or other special purpose committee.

**Legislated Committee** – A committee required by legislation/law.

**Majority Vote**—A majority vote shall be fifty percent plus one.

**Past Chair**—The past chair is the immediate past chair of the Board.

**Standing Committee**—A standing committee is a committee established by the Board to perform a continuing function, dealing with work of an ongoing or recurring nature.

**Statutory Committee**—A statutory committee is a committee required by the *Education Act*.

### 3. POLICY

- 3.1 Board committee meetings shall be open to the public except when the subject matter under consideration is covered by section 207(2) of the *Education Act*.
- 3.2 The rules of order contained in the current edition of Robert's Rules of Order Newly Revised shall govern committee meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with the Board's by-laws, approved special rules of order and the *Education Act*.
- 3.3 A quorum of any committee shall consist of fifty percent of the members. It is the duty of the chair of the committee to determine that a quorum is present.
- 3.4 A report of a committee is that of a majority of the committee.
- 3.5 Committees shall report to the Board in writing after each meeting and the chair of the committee, or where the chair is not a Board member, a Board member appointed to the committee shall present the committee's report to the Board. Recommendations shall be moved by the committee member who moved the motion at the committee level.
- 3.6 A committee report shall not be amended by the Board, but the Board may refer the report back to the committee for further consideration or with instruction to amend the report in some way.
- 3.7 Committee recommendations may be acted on separately when they are presented with the committee report or be postponed to a definite time.
- 3.8 The motion shall be stated in a form that will allow the Board to vote directly on the proposal itself, rather than a motion to agree or disagree with the recommendation of the committee. A motion embodying a committee recommendation is considered and acted on as any other main motion.
- 3.9 The secretary of the Board, in consultation with the chair of the Board, determines whether items of business go directly to the Board or to a committee for study, investigation and recommendation. This decision is generally based upon the urgency of the issue and the depth of investigation required. Nothing in this process prevents the Board from referring a matter to a committee for investigation and recommendation.

### 4. DEVELOPMENT OF COMMITTEE STRUCTURE

- 4.1 Each November the Board members shall indicate to the Board chair the standing and statutory committees on which they wish to serve for the following calendar year. The chair shall bring forward a recommendation to the Board for approval at the annual meeting held in December.
- 4.2 Board members are expected to serve on more than one committee.
- 4.3 Resource staff to the committees shall include the appropriate supervisory officer(s), as well as coordinators or other officers where required.

### 5. BOARD COMMITTEES

The policies consolidated in this document describe the purpose, powers and duties, membership and meetings of committees that the Board has established in order to govern the district in an effective and efficient manner.

**COMMITTEES OF HASTINGS AND PRINCE EDWARD  
DISTRICT SCHOOL BOARD**

<b>STANDING COMMITTEES:</b>		
Policy No. 11-A	Committee of the Whole Board	page 4
Policy No. 11-B	Program and Human Resources Committee	page 5
Policy No. 11-C	Operations and Finance Committee	page 7
Policy No. 11-D	Executive Committee	page 9
Policy No. 11-E	Budget Committee	page 11
Policy No. 11-F	Student Enrolment/School Capacity Committee	page 12
<b>STATUTORY COMMITTEES:</b>		
Policy No. 11-G	Special Education Advisory Committee	page 14
Policy No. 11-H	Supervised Alternative Learning (SAL) Committee	page 18
Policy No. 11-I	Audit Committee	page 22
Policy No. 11-J	Accessibility Advisory Committee	page 29
Policy No. 11-K	Parent Involvement Committee	page 31
<b>LEGISLATED COMMITTEES:</b>		
Policy No. 11-L	Student Discipline Committee	page 35
<b>AD HOC COMMITTEES:</b>		
Policy No. 11-M	<i>Ad Hoc</i> Committees	page 36

**6. CHAIR/VICE-CHAIR VACANCIES**

- 6.1 Vacancies in the Chair or Vice-chair positions of a committee shall be filled through a similar process as outlined in the committee descriptions in Board Policy # 11, at the next regular meeting or as soon as reasonably possible.



**Decision X Information \_\_\_\_\_**

**To:** Chair and members of Hastings and Prince Edward District School Board

**From:** Mandy Savery-Whiteway, Director of Education and Secretary of the Board

**Re: Trustee membership on committees**

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**Purpose**

To approve trustee membership on committees commencing December 2016.

**Background**

At the regular meeting of the Board held November 16, 2016, the Board authorized the director of education, in the capacity of secretary of the Board, to draft and bring forward a list of Board representatives to the various committees.

**Current situation**

The director of education reviewed the trustee interests and preferences which were received in advance and has prepared a draft proposal for committee membership for the upcoming year, commencing December 5, 2016. Pursuant to the Board's Policy No. 2, By-laws and Standing Rules the Board must approve trustee representation on Board committees at its annual or initial meeting in December.

**Appendices**

Appendix A – Trustee Membership on Committees 2016-2017

**Recommendation**

**Moved:**

**Seconded:**

**That Hastings and Prince Edward District School Board approve the membership of the standing committees; Program and Human Resources, Operations and Finance, Executive and Student Enrolment/School Capacity Committees as contained in Appendix A, and as finalized following elections, for the period of 1 year.**

**Moved:**

**Seconded:**

**That Hastings and Prince Edward District School Board approve the membership of the statutory committees, Supervised Alternative Learning (SAL), Audit Committee, Accessibility Committee and Parent Involvement Committee, as contained in Appendix A, and as finalized following elections, for the period of 1 year.**



**Hastings and Prince Edward  
District School Board**

**Board Report No. C-1  
Page 2  
December 5, 2016**

**Moved:  
Seconded:**

**That Hastings and Prince Edward District School Board approve the  
representatives to administrative (non-Board) and external committees, as  
contained in Appendix A, and as finalized, for the period of 1 year.**

Respectfully submitted,

**Mandy Savery-Whiteway  
Director of Education and Secretary of the Board**





**TRUSTEE MEMBERSHIP ON COMMITTEES  
2016-2017**

**Standing Committees of the Board**

<b>Program and Human Resources Committee (minimum of 5 required)</b>	<b>Mike Brant Jennifer Cobb Mary Hall Lucille Kyle Jim Williams</b>
<b>Operations and Finance Committee (minimum of 5 required)</b>	<b>Tom Biniaris Mike Brant Bonnie Danes Mary Hall Dwayne Inch Lucille Kyle</b>
<b>Executive Committee</b> <ul style="list-style-type: none"> <li>• Chair of the Board</li> <li>• Vice-chair of the Board</li> <li>• Chair- Program and Human Resources Committee</li> <li>• Chair – Operations and Finance Committee</li> <li>• OPSBA Director</li> <li>• Past Chair or Elected 6<sup>th</sup> member</li> </ul>	<b>Dave Patterson</b>
<b>Student Enrolment/School Capacity (includes all members of the Board – election required for chair and vice-chair)</b>	

**Statutory Committees of the Board**

<b>Special Education Advisory Committee (SEAC) (2 active and 2 alternates – will hold these positions until the end of their term)</b>	<b>Lucille Kyle Dave Patterson</b>
<b>Supervised Alternative Learning (SAL) (2 active and 1 alternate required)</b>	<b>Mike Brant Mary Hall Jim Williams</b>



**TRUSTEE MEMBERSHIP ON COMMITTEES  
2016-2017**

<b>Audit Committee (minimum of 3 required)</b>	<b>Jennifer Cobb Bonnie Danes Dave Patterson</b>
<b>Accessibility Committee (1 active and 1 alternate required)</b>	<b>Jennifer Cobb</b>
<b>Parent Involvement Committee (1 active and 1 alternate required)</b>	<b>Bonnie Danes Mary Hall</b>

**Administrative Committees of the Board**

<b>Aboriginal Education Steering Committee (1 requested and First Nation Trustee)</b>	<b>Mike Brant Lucille Kyle</b>
<b>Equity and Inclusivity Advisory Committee (1 requested and First Nation Trustee)</b>	<b>Mike Brant Jennifer Cobb Lucille Kyle</b>
<b>Great Place Awards Committee (minimum of 2 requested)</b>	
<b>Information Technology Advisory Committee (ITAC) (minimum of 2 requested)</b>	<b>Tom Biniaris</b>
<b>Leadership Development Steering Committee (minimum of 2 requested)</b>	<b>Mary Hall Lucille Kyle</b>
<b>Safe Schools Advisory Committee (minimum of 1 requested)</b>	<b>Jennifer Cobb Lucille Kyle</b>
<b>Specialist High Skills Majors Advisory Committee (minimum of 1 requested)</b>	<b>Jennifer Cobb</b>

**External Committees of the Board**

<b>Food for Learning Partnership (1 requested)</b>	<b>Lucille Kyle</b>
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