



**CONFIDENTIAL**  
**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**COMMITTEE OF THE WHOLE BOARD**  
**MEETING MINUTES**  
**January 27, 2014**

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**Members present:** M. Brant, S. Clements, J. Cobb, B. Danes, T. Goodfellow, M. Hall, D. Inch, L. Kyle, D. Patterson, J. Williams

**Regrets:** None

**Absent:** None

**Resource:** K. Donnell, M. Fisher, T. FitzGibbon, K. MacQuarrie, L. Miller, C. Portt, M. Savery-Whiteway, J. Rogers, D. Tregenza.

**Guests:** None

**Minutes:** P. Hoskin, Administrative Assistant

**Call to order**

Vice-chair Patterson called the meeting to order at 6:00 p.m. and advised that Trustee Cobb and Trustee Danes are joining the meeting via teleconferencing.

Vice-chair Patterson welcomed new Superintendent of School Climate and Student Well-Being, Mark Fisher to the Board. Mr. Fisher is replacing Superintendent DeMille who has accepted a secondment with the Ministry of Education. It was noted that Mr. Fisher was a principal and system principal with Kawartha Pine Ridge District School Board and a Student Achievement Officer with the Ministry of Education. Mr. Fisher thanked the Board and added that it has been a very hectic but invigorating week and that he appreciates the support he has received from the senior team.

**Delegations/presentations**

There were no delegations or presentations.

**Approval of the revised agenda**

**Moved:** M. Hall  
**Seconded:** J. Williams

**That the revised agenda be approved.**

Carried

**Approval of the minutes**

**Moved:** S. Clements  
**Seconded:** M. Hall

**That the minutes of the regular meeting of November 18, 2013 be approved.**

Carried

**Moved: J. Williams  
Seconded: T. Goodfellow**

**That the minutes of the special meeting of January 20, 2014 be approved.**

Carried

**Business arising from the minutes**  
None.

**Recommendations**  
**Director's Performance Appraisal (DPA)**  
**Mover: J. Williams**  
**Seconder: M. Hall**

**That Hastings and Prince Edward District School Board proceed with the Director's performance appraisal following the schedule and criteria as outlined in Report B-1, Appendix A -Performance Appraisal Process and Schedule, dated January 27, 2014, by way of a report with management letter and recommendation to the Committee of the Whole no later than May 26, 2014. This process will include using a series of questions developed by the Executive Committee and soliciting input from trustees, senior administration and staff in the Director's Office.**

Carried

Director Savery-Whiteway discussed the DPA process that was completed by a sub-committee of three trustees in 2012. Trustees commented on their participation and how the questions covered all areas of responsibility outlined in the director's job description.

The director asked for three trustees to form a sub-committee for completing the 2014 DPA.

**Moved: T. Goodfellow**  
**Seconded: B. Danes**

**That the Director's Performance Appraisal sub-committee be comprised of those trustees who completed the performance appraisal in 2012: Trustee Cobb, Trustee Patterson and Trustee Williams.**

Carried

**Information**  
**Report from the chair**  
Nothing to report.

**Report from the Executive Committee**  
Information that is being shared this evening.

**Report from Operations and Finance Committee**  
Trustee Danes reported on the following items from the meeting of January 13, 2014:

- Sir Winston Churchill property
- Revised estimates 2013-2014
- Process for long term capital planning

- Surplus property update

Superintendent Miller noted that based on the revised estimates, we have moved from a balanced budget to a planned deficit of \$1.6 M. This revision includes updated enrolment information, year-end results and any other known changes since the budget was completed in June.

Offsetting cost savings amounting to \$500,000 through transportation and staffing adjustments were identified and included in the revised estimates. When questioned about compliance, Superintendent Miller advised that we are drawing the \$1.6 M deficit from surplus funds and therefore the board is compliant.

#### **Report from Program and Human Resources Committee**

Trustee Williams reported on the following items from the meeting of January 13, 2014:

- Unpaid Professional Activity Day and memorandum of understandings
- Replacement of Colleen DeMille, Superintendent of School Climate and Student Well-Being

Director Savery-Whiteway recognized the work of staff in interpreting and implementing the complex Memorandums of Understanding.

#### **Reports from staff**

##### **Human Resources update**

Nothing to report.

##### **Surplus property update**

Superintendent Miller reminded trustees that even though the property had not been listed for sale, Family Space had shown an interest in purchasing the Sir Winston Churchill property and an offer to purchase was approved by the Board. Late last week Family Space exercised their options to withdraw their offer to purchase based on the air quality testing.

Superintendent Miller advised that the property will be put on the market as originally planned once construction has been completed and the K-Grade 2 students have been moved from Sir Winston Churchill to the new classrooms at Harry J. Clarke Public School.

Superintendent Miller provided an update on the Dixon Drive access property in Trenton. The Board submitted an offer of \$150,000 and we have now received a counter offer for an additional \$70,000. The developer is basing this increase on additional development costs. Superintendent Miller noted that we will continue to negotiate with the seller and are still proceeding with discussions with the Ministry. A further update will be provided at the February Operations and Finance Committee meeting.

##### **Ontario Catholic School Trustee's Association (OCSTA) video**

Director Savery-Whiteway spoke to trustees regarding a promotional video by the OCSTA the response by public boards. She shared an email received from Marc Kielburger regarding his part in the video. She also confirmed that both Marc Kielburger and Delores Barbine from Hicks Morley have had their segments of the video removed.

**Reports from Trustees – Board committees and events**

- “Change in teacher education” presentation that included speakers Dr. Julian Kitchen, Brock University and Dr. Dianna Petrarca, University of Ontario Institute of Technology, Oshawa

**Trustee proposals and queries**

- Sharing of the bus cancellation process

**Correspondence**

None.

**Motion to rise and report**

**Moved: S. Clements**

**Seconded: M. Brant**

**That the Committee of the Whole Board rise and report to the Board the following recommendations:**

- 1. Director’s performance appraisal**

Carried

The meeting adjourned at 6:54 p.m.

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Chair

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Secretary