



**Hastings and Prince Edward
District School Board**

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

Dwayne Inch, Chair of the Board

Mandy Savery-Whiteway, Director of Education

NOTICE OF MEETING

This notice is to confirm that the regular meeting of the
Executive Committee
will be held on:

**Monday, April 7, 2014
at 11:00 a.m.
in the Board Committee Room, Education Centre
156 Ann Street, Belleville, Ontario**

The agenda and supporting documents for this meeting are attached to this notice.

Dwayne Inch
Chair of the Executive Committee

Mandy Savery-Whiteway
Director of Education

Membership:
B. Danes, L. Kyle, D. Inch, D. Patterson, J. Williams
T. Goodfellow, OPSBA Representative



**Executive Committee
PUBLIC AGENDA
Monday, April 7, 2014
immediately following closed session at 11:00 a.m.
Board Committee Room**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations - none		
	Approval of agenda		
	Approval of the minutes:		
	• March 5, 2014 – regular meeting	A-1	D. Inch
	Business arising from the minutes		
B	Recommendations		
C	Information		
<u>Timed</u> <u>Item:</u> <u>12:00 p.m.</u>	Travel Expenses	C-1	L. Miller
<u>Timed</u> <u>Item:</u> <u>12:15 p.m.</u>	Charter of Commitment on First Nation, Métis and Inuit Education	C-2	M. Savery-Whiteway
	Trustee retreat – Monday, June 16, 2014	Verbal	M. Savery-Whiteway
	Board and Committee Recommendations	Verbal	M. Savery-Whiteway
	2013-2014 Board Policy Review – Part B - update	C-3	M. Savery-Whiteway
D	Draft agenda review		
	Operations and Finance Committee	D-1	B. Danes
	Program and Human Resources Committee	D-2	J. Williams
	Public Board Meeting	D-3	D. Inch
E	Correspondence		
	Adjournment		

Next regular meeting: Monday, May 5, 2014

Membership

*B. Danes, L. Kyle, D. Inch, D. Patterson, J. Williams
T. Goodfellow – OPSBA Representative*



- D R A F T -
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
EXECUTIVE COMMITTEE
PUBLIC MEETING MINUTES
Monday, March 3, 2014

Members present: B. Danes, L. Kyle, D. Patterson - Chair, J. Williams
T. Goodfellow, OPSBA Representative

Regrets: D. Inch

Guests: None

Resource: M. Savery-Whiteway, Director of Education

Minutes: J. Newman, Administrative Assistant

Chair Patterson called the meeting to order at 12:00 p.m.

Delegations/presentations

None

Approval of agenda

Moved: J. Williams

Seconded: B. Danes

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: B. Danes

That the minutes of the regular meeting of February 3, 2014 be approved.

Carried

Business arising from the minutes

Director Savery-Whiteway advised of the second round of board policies that are currently being reviewed and will be brought forward for committee approval.

Director Savery-Whiteway provided an update on the hiring of the "Food Logistics Coordinator" position. To date the position has not been filled and recruitment is ongoing.

Recommendations

None

Information

You Tube Channel

Director Savery-Whiteway advised of a plan to move forward with a You Tube Channel for the board that will provide a platform to display videos. A more detailed report will be brought forward to trustees.

Website update

Director Savery-Whiteway advised that school web pages are currently being updated to include trustee names on the appropriate school websites.

OPSBA update

Trustee Goodfellow provided an OPSBA update and noted the following:

Boards are asked to pass a motion on the following matters:

1. Endorse the OPSBA Charter of Commitment on First Nation, Metis and Inuit Education
2. Adopt a motion in relation to asking the federal government to commit to a shared approach with First Nations to the development of First Nation Education legislation and to equitable funding for education for First Nation children.

Director Savery-Whiteway will provide the information to trustees and will prepare a report for committee and board consideration in April.

Trustee proposals and queries

Discussion items included:

- process for student trustees attending conferences
- voting eligibility of students and the potential impact on trustee elections

Draft agenda review

Operations and Finance Committee

- Reviewed

Program and Human Resources Committee

- Reviewed

Public Board Meeting

- Reviewed

Adjournment

The Executive Committee meeting adjourned at 12:22 p.m.

BOARD OPERATIONS

POLICY NO. 3-F	
Adopted	February 28, 2000
Last Reviewed	November, 2012
Review Date	November, 2015

TRUSTEE EXPENSE REIMBURSEMENT

1. OBJECTIVE

Hastings and Prince Edward District School Board shall provide equipment and support services required by board members to carry out their responsibilities as members of the board.

In addition, it will reimburse board members for workshop and conference activities and specified out-of-pocket expenses incurred in carrying out their duties.

2. DEFINITIONS

Ontario Public School Boards' Association (OPSBA)

The Ontario Public School Boards' Association represents public district school boards by helping member boards fulfill their mandates and providing a voice for public education in Ontario.

Board Business

Includes the following events:

- a) trustee association meetings or events
- b) board and board committee meetings
- c) events or professional development that allow trustees to become knowledgeable and remain current with educational trends and directions.

3. PROCEDURE

3.1 Equipment

3.1.1 Board members will be provided with the following equipment and associated services throughout their term of office:

- a) home based computer (desktop or laptop) and printer/fax
- b) paper shredder
- c) high speed internet service
- d) office software

In addition, the chair of the board will be provided with a wireless communication device.

3.1.2 Any Board member, upon filing a written request with the Board secretary, will be provided with a mobile communication device.

3.1.3 All equipment and services will adhere to board standards and be returned to the board at the end of the member's term of office.

3.2 Support Services

3.2.1 Board members will have access to the following services as required to carry out their duties throughout their term of office:

- a) administrative support through the director of education's office
- b) photocopying
- c) business cards and/or board identification

- d) consumable supplies for home office
- e) board courier delivery as required

3.3 Travel on Board Business

- 3.3.1 Reimbursable expenditures are those that relate directly to board business. Disputes about the eligibility of any expense shall be directed to the senior business official who will reference the Broader Public Sector Expense Directive. If the issue is not resolved at this level, the dispute will be referred to an external member of the Audit Committee. If a satisfactory resolution is not reached, then the affected party shall contest the decision during a public session of the board.
- 3.3.2 Board members may be reimbursed for travel expenses incurred while on board business. For the purpose of distance calculations, trustees' working base shall be their home.
- 3.3.3 Travel authorization guidelines and rates of reimbursement for the authorized use of personal vehicles on board business are described in Administrative Procedure 510 – Travel Expense Reimbursement.
- 3.3.4 Board members working within the board's jurisdiction will be eligible for reimbursement of transportation costs at the board approved rate.
- 3.3.5 Board members travelling outside the board's jurisdiction are eligible for reimbursement of costs. Guidelines related to hotel room charges, meals, transportation and other travel costs are included in Administrative Procedure 510.
- 3.3.6 Cash advances for travel may be provided to trustees who are unable to use their own credit. This policy is attentive to the unique circumstances of student trustees.
- 3.3.7 Claims for reimbursement must be made using Form F510-1 Travel and Expense Claims. The claimant must sign and date the form and attach all original receipts. Credit/debit slips must be accompanied by the original receipts. The purpose of the trip must be stated and the specific budget code recorded.
- 3.3.8 The chair of the Board approves payment of individual trustee claims, thereby certifying that they meet the requirements of policy 3-F. The senior business official approves the chair of the Board's expense claims, thereby certifying they meet the requirements of policy 3-F.

3.4 Workshops and Conferences

- 3.4.1 Ontario Public School Boards' Association events such as the annual business meetings, regional meetings, the labour relations symposium and/or executive/committee meetings are charged to the OPSBA travel account.
- 3.4.2 The budget amount for workshop and conference expenditures is set annually by the Board through the budget process and is to be divided equally among board members. Board members may transfer funds to the conference account of another Board member in order to address an identified need.
- 3.4.3 Board members may attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends and directions.
- 3.4.4 Advance discounts should be realized on registration fees where possible.
- 3.4.5 Workshop and conference expenditures may include:

- a) course, conference or workshop registration
- b) travel to the event as outlined in Administrative Procedure 510
- c) standard hotel accommodation as outlined in Administrative Procedure 510
- d) meals for the registrant not included in the registration fee as outlined in Administrative Procedure 510.

3.4.6 For out-of-district travel to workshops and conferences, distance calculations for workshop and conference expenditures will be calculated based on the lesser of the distance from the Education Centre or the individual's place of residence.

3.4.7 During the school year in which an election is held, twenty-five (25) per cent of the annual allocation will be allotted to trustees. Once the new board is sworn in, the remaining seventy-five (75) per cent will be released.

3.4.8 It is the responsibility of the Operations and Finance Committee to monitor the individual accounts that make up the total board's budget for these expenditures.

3.5 Reporting

3.5.1 All board member expenditures will be reviewed monthly by the Operations and Finance Committee.

Legal References:

- *Education Act, section 191 Honoraria and Travel Expenses; section 234 Legislative Grants*
- Ontario Regulation 357/06 Honoraria for Board Members
- Broader Public Sector Expense Directive

Board References:

- Board Policy No.2 Governance By-Laws and Standing Rules
- Board Policy No. 3-G: Hospitality
- Administrative Procedure 510 Travel Expense Reimbursement
- Form F510-1 Travel and Expense Claims



Hastings and Prince Edward District School Board

PROCEDURE 510

Adopted	February 28, 2000
Last Revised	October 2012
Review Date	October 2017

TRAVEL EXPENSE REIMBURSEMENT

1. PURPOSE

Hastings and Prince Edward District School Board has established expense reimbursement rules that apply to any person in the organization making an expense claim for approved travel costs while carrying out their duties.

2. RATES OF REIMBURSEMENT

Rates of reimbursement and travel authorization guidelines are provided within the following parameters.

2.1 Use of Personal Vehicle

- 2.1.1 The allowance paid for the authorized use of personal vehicles on board business will be based on an annual kilometrage rate established at the beginning of the school year. The cost of travel from home to a permanently designated work site is considered a personal expense by the Canada Revenue Agency and is not reimbursable by the Board. The published figures of the Canadian Automobile Association may be obtained annually and the cost of operating a vehicle used to establish a maximum per kilometre allowance.

Kilometrage Calculations

For regular work days, the distance travelled will be calculated as follows:

- a) Travel from home to the working base is considered a personal expense and not reimbursable by the board.
- b) Employees whose duties require them to travel throughout the district will be assigned a working base from which kilometrage will be calculated.
- c) Employees required to travel to select sites on a regular basis may be assigned a multiple working base for purposes of kilometrage calculation.
- d) Where an employee is required to travel from home to an alternate site and the distance travelled to that site is less than the distance calculated from the working base, kilometrage will be calculated based on the shorter distance travelled.

Distance calculations

The distance table posted on the board's website is to be used to calculate kilometrage between sites within the board's jurisdiction.

- 2.1.2 The allowance paid for the use of personal vehicles is deemed to cover all costs of operation.

Travel Expense

- 2.1.3 The staff member must carry a minimum of public liability and property damage in the amount of \$1 million.
- 2.1.4 Whenever possible, two or more individuals travelling to the same destination should use one vehicle.
- 2.1.5 Hastings and Prince Edward District School Board assumes no financial responsibility for privately owned vehicles other than paying the kilometrage rate when authorized for board business.
- 2.1.6 Staff members must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicle.

2.2 Alternate Modes of Travel

- 2.2.1 The use of rental vehicles is recommended where it is cost effective.
- 2.2.2 Other modes of travel and their limits are as follows:
 - a) by bus, return bus fare;
 - b) by train, return coach fare;
 - c) by air, return economy fare.

3. OTHER TRAVEL EXPENSES

- 3.1 Individuals authorized to travel outside the board's jurisdiction are eligible for reimbursement of hotel, meal and transportation costs.
- 3.2 Individuals working within the board's jurisdiction will be eligible for reimbursement of transportation costs at the board approved rate and as per the guidelines outlined in this administrative procedure. It is expected that the majority of travel will occur within the province of Ontario. Where travel outside the province of Ontario is considered, pre-approval must be obtained from a supervisory officer. Where international travel is considered, pre-approval must be obtained from the Director of Education.

4. HOTELS

- 4.1 Hotel room charges will be reimbursed for standard room charges. No additional reimbursement will be made for executive rooms/suites.
- 4.2 Transportation between the individual's hotel and local train station, bus station or airport is eligible for reimbursement as are necessary parking fees, fax/internet/e-mail, business telephone calls and reasonable personal calls.

5. MEALS

- 5.1 Reimbursement of meal costs must not include reimbursement for any alcoholic beverages. Reimbursement will be made on the basis of actual receipts submitted. Receipts must contain itemized details. Meal amounts may not be claimed where meals are provided as part of a conference program. Individual per meal amounts may be claimed for those meals not provided. The cost of meals will be reimbursed up to the rate indicated below and include all applicable taxes and gratuities:

Travel Expense

Breakfast	12.00
Lunch	18.00
Dinner	35.00
Total	65.00

When more than one meal is claimed for any day, the claimant may allocate the combined maximum rates between the meals. For example, if eating both breakfast and lunch, the combined rate is \$30.00. If a receipt is lost or not available, the claimant will submit a written explanation with the claim to provide the approver with adequate information for decision making.

- 5.2 It is recognized that travel outside the country will be influenced by travel costs in foreign countries. In recognition of this, actual travel costs that are reasonable, based on the cost of travel in those countries, will be reimbursed. International travel requires the approval of the director of education.

6. ITEMS NOT REIMBURSABLE

- 6.1 The following items may not be claimed for board reimbursement:

- a) movies/video rentals;
- b) recreational costs (i.e. fitness facilities);
- c) alcoholic drinks;
- d) parking fines or traffic tickets;
- e) unauthorized travel;

7. CASH ADVANCES

Travel cash advances may only be provided in those circumstances where an individual is unable to use his or her own credit.

8. REPORTING

- 8.1 Timely submission of expenses is an important accountability factor. Expenses must be submitted for payment on a timely basis and should be within one month of occurrence. Claims for reimbursement must be made using Form F510-1 Expense Report or through the individual's purchasing card statement, if applicable. The claimant must sign and date the form and attach all original receipts. Credit/debit slips must be accompanied by the original receipts. The purpose of the trip must be stated and the specific budget code recorded. Claimants are required to repay any overpayments that may have been made in error. These are considered a debt to the organization. In the event an employee is leaving the employ of the Board, every effort should be made to submit outstanding claims prior to departure.
- 8.2 All expense forms are to be reviewed and approved by the individual's supervisor and/or department head. Expense forms for the director of education and trustees will be reviewed and approved by the chair of the board. Expense forms for the chair of the board will be reviewed and approved by the treasurer of the board.
- 8.3 In all cases, receipts must accompany all claims.

9. INCOME TAX CLAIM

The board will recognize an individual's right to claim for income tax purposes, deductions of amounts spent in the year for travelling, provided the staff member meets all the requirements of the Income Tax Act.

Legal References:

- *Education Act, section 171 Powers of Boards*
- Broader Public Sector Expenses Directive

District References

- Board Policy No. 3-E - Trustee Honoraria and Expense Reimbursement
- Board Policy No. 3-G - Hospitality
- Administrative Procedure 500 - Financial Integrity
- Form F510-1 Expense Report



Decision _____ **Information** **X**

To: Chair and Members of the Executive Committee

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

Re: **Charter of Commitment on First Nation, Métis and Inuit Education**

Purpose

To provide information on a request from OPSBA to support the proposed Charter of Commitment on First Nation, Métis and Inuit Education.

Background

At the meeting of November 30, 2013, the OPSBA Board of Directors unanimously adopted the Charter of Commitment on First Nation, Métis and Inuit Education developed by the First Nation Trustees Council. The suggestion for drafting such a document for the K-12 sector came to the First Nation Trustees Council from the Assembly of First Nations. It was inspired by the Accord on Indigenous Education developed by the Association of Canadian Deans of Education (ACDE) in 2009 and permission to adapt the Accord was given by ACDE. The Charter of Commitment is consistent with *Ontario's First Nation, Métis and Inuit Education Policy Framework* and puts forward a strengths-based set of values to promote success in First Nation, Métis and Inuit education in the K-12 sector. A bi-annual survey is planned to collect information on work school boards have undertaken to advance the goals for First Nation, Métis and Inuit education described in the Charter.

The Canadian School Boards Association (CSBA) Board of Directors adopted the Draft Charter of Commitment and to date it has been adopted by the provincial associations and many of their member boards in British Columbia, Nova Scotia, Ontario, Manitoba and Saskatchewan.

Current situation

The following proposed motions are being submitted for discussions:

1. Endorse the OPSBA Charter of Commitment on First Nation, Métis and Inuit Education (*This was a direct request for endorsement from OPSBA and we are aware that some boards have passed a motion to endorse the charter.*)
2. Adopt a motion in relation to asking the Federal government to commit to a shared approach with First Nations to the development of First Nation Education legislation and to equitable funding for education of First Nation children. (*This arose out of a discussion at an OPSBA meeting and was shared at the request of some Boards. Some Boards passed the endorsement (above) but did not include this piece.*)

Next steps

For further discussion to develop a recommendation(s) for presentation at Committee and Board.

Respectfully submitted,

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



Hastings and Prince Edward District School Board

BOARD POLICY NO. 7	
Adopted	May 26, 2008
Last Reviewed	November 2011 <u>April 28, 2014</u>
Review Date	November 2014 <u>April 2017</u>

BOARD POLICY DEVELOPMENT AND REVIEW

1. PURPOSE

Hastings and Prince Edward District School Board has developed this policy to govern its approach to policy development. This policy provides broad direction for the effective operation of the Board and a framework for consistent decision-making by the director of education and staff.

Policy development is a key responsibility of the Board. Policies establish directions for the district, assign authority, and establish controls that make Board governance and management possible. Policies are the means by which the Board, director and district employees are accountable to the community as a whole. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with circumstances. This policy provides for regular review of all policies of the Board. The Board also recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

Board policies provide an appropriate balance between the responsibility of the Board to develop directing principles for the system, and the opportunity for the director of education to exercise professional judgement in the administration of the district.

2. DEFINITIONS

Board Policy—A Board policy is a statement that provides a framework for the development of a course of action consistent with the Board's priorities and values. A policy becomes a commitment by which the Board is held accountable.

By-Law—A by-law is a Board policy which establishes rules for Board governance such as the order of business, rules of order, officers of the Board, and establishment of committees. The by-laws of the Board are set out in Policy No. 2 Governance By-laws and Standing Rules.

Administrative Procedure—An administrative procedure is a prescribed course of action by which the director of education directs the staff. Administrative procedures supplement Board policy and must be entirely consistent with Board priorities, values and policies. A Guideline or Implementation Handbook may also serve as an administrative procedure or support such a procedure.

Guideline—A guideline is an administrative instruction issued by the director of education or designate which prescribes a course of action to be taken in a given situation, or provides additional detail about the implementation of an administrative procedure.

Implementation Handbook—An implementation handbook is a collection of administrative instructions issued by the director or designate which consolidates implementation for staff and others in a particular field. For example, the director or a superintendent might issue a Special Education Handbook or a School Council Handbook. A handbook may also be a similar collection issued by a principal for the school staff, students and parents.

Protocol—A protocol is a policy or procedure which sets out the rules for interaction between the Board of trustees or the staff and outside agencies. For example, a Police Protocol confirms working relationships between a school district or districts and police services.

3. PRINCIPLES

It is the Board's intent that policy development will be governed by the following principles:

- 3.1 Policies give substance to the priorities and values of the Board.
- 3.2 Policies are public statements through which the Board can be held accountable.
- 3.3 Policies comply with legal requirements and set parameters by which the director or designate can develop administrative procedures.
- 3.4 The process of policy development will afford the opportunity for consultation with students, staff, parents and community representation through school councils.
- 3.5 The consultation will involve all parties who are affected by the proposed policy.
- 3.6 The timelines for consultation will be clear so that participants can plan their involvement.

4. INITIATING POLICIES

The identification of the need for a policy may be initiated by any of the following groups:

- 4.1 board members;
- 4.2 members of the public (parents/guardians, community);
- 4.3 students;
- 4.4 staff members;
- 4.5 the Ministry of Education; and/or
- 4.6 other levels of government (federal, provincial, municipal).

5. IDENTIFICATION OF POLICY ISSUES

Consideration of policy development will address the following questions:

- 5.1 Is a policy required by an *Act* or regulation?
- 5.2 Is there an operational need?
- 5.3 Is there a governance need?
- 5.4 Is there a finance need?
- 5.5 Is there a health and safety need?
- 5.6 Is there an equity issue?
- 5.7 Is there a community issue?

- 5.8 Is the issue important and is the development of a policy the appropriate response?
- 5.9 Is the proposed policy consistent with the governance role of the Board as described in Board Policy No. 4 Corporate Board Job Description?

6. POLICY DEVELOPMENT AND IMPLEMENTATION

- 6.1 The Board's policies shall comply with the *Education Act*, regulations, and other statutory requirements to ensure compliance with provincial and education standards and policies.
- 6.2 Policies will be clearly written, easily understood and in language that is inclusive.
- 6.3 Responsibility for the writing of policy according to Board direction is undertaken by the director of education or designate.
- 6.4 The policy development and policy review process will follow the directions outlined in Administrative Procedure 110 Board Policy Development and Review.
- 6.5 Following Board approval of a policy, the Board assumes responsibility for the successful implementation of the policy.
- 6.6 Correction of articles or section numbers, cross references, nomenclature, spelling and grammar, that do not result in a change of meaning are delegated to the secretary of the board to deal with.
- 6.7 The director of education will issue administrative procedures to support the implementation of policies. For example administrative procedures will support implementation of Board Policy No. 1 Board Mission and Goals and Board Policy No. 5 Director of Education Job Description.

7. POLICY REVIEW

- 7.1 Board policies shall be reviewed as necessary to ensure:
 - 7.1.1 they are still relevant; and
 - 7.1.2 they have been implemented effectively.
 - ~~7.1.27.1.3~~ 7.1.3 that all affected policies are in alignment.
- 7.2 The Board, with the assistance of the director of education, is responsible for developing a review process that includes a process for revising the policy, if needed.
- 7.3 The director of education is responsible for making the policy revisions and ensuring that changes are announced and posted on the Board website.
- 7.4 Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked.

8. SUMMARY OF POWERS AND DUTIES

- 8.1 The Board is responsible for the implementation of policies governing its own processes. The Board and director of education share the responsibility for implementation of policies relating to the Board/director relationship. The Board has delegated to the director the authority to develop administrative procedures to address all other issues, and the director is responsible for the implementation of these procedures.

- 8.2 The Board may request the director to change an administrative procedure to a draft Board policy, and will provide the rationale for this change.
- 8.3 The Board may also delete a policy and subsequently delegate the director authority over this area. The director may choose to develop an administrative procedure relative to this matter.
- 8.4 The director shall develop administrative procedures as specified in Board Policy No. 6 Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the district.
- 8.5 All administrative procedures must be entirely consistent with Board policies.

Legal References:

- *Education Act: sections 170-171 Duties and Powers of Boards; subsection 283 (2) Chief Executive Officer; section 286 Duties of Supervisory Officers*

Board References:

- Board Policy Handbook
- Administrative Procedures Manual
- Administrative Procedure 110 Board Policy Development and Review

STANDING COMMITTEE

POLICY NO. 11- B	
Adopted	May 26, 2008
Last Revised	May 2012 April 28, 2014
Review Date	May-April 2015 7

PROGRAM AND HUMAN RESOURCES COMMITTEE

1. PURPOSE

The Program and Human Resources Committee shall review and make recommendations to the Board on matters concerning educational programs, special education services and human resources/personnel issues.

2. POWERS AND DUTIES

- 2.1 The committee shall support the achievement of the Board's major areas of responsibility that relate to educational programs, special education services, school climate and student well-being, information and technology-services and human resources issues, as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee is responsible for reviewing and recommending to the Board the goals in the Board's system plan and the means whereby these goals may be achieved.
- 2.3 The committee will review and monitor, through the director of education, matters relating to the quality of programs and program delivery within the system.
- 2.4 The committee will receive, through the director of education, reports relating to the development of special education programs and make recommendations to the Board concerning the need for and the impact of these special programs.
- 2.5 The committee will review and monitor, through the director of education, matters relating to the use of instructional and assistive technology to expand learning opportunities for all students and provide essential support for students with special education needs.
- 2.6 The committee will receive, through the director of education, presentations and reports relating to the progress of students, school climate and student well-being, student discipline and school safety, and any other matters which influence the effectiveness of the schools.
- 2.7 The committee will monitor that the Board acts in accordance with the *Education Act*, regulations and other statutory requirements to ensure the implementation of provincial education standards and policies.
- 2.8 The committee is responsible for ensuring that all employees of the Board are valued and treated with respect, that the principles of fairness, equity and inclusivity are practiced, and that the provisions of all current employment and labour laws and Board agreements are implemented.
- 2.9 The committee will monitor the success of administrative procedures related to the management of the board's human resources and programs that provide benefits and services to employees.

2.10 The committee will discuss with the director any issue about educational programs, special education services, or human resources matters that might require the development of an administrative procedure.

3. MEMBERSHIP

3.1 Membership is appointed each year at the initial/annual meeting of the Board held in December.

3.2 Membership shall consist of a minimum of five trustees.

3.3 Chair and vice-chair of the Program and Human Resources Committee are elected each year at the initial/annual meeting of the Board held in December.

4. MEETINGS

4.1 The Program and Human Resources Committee shall schedule meetings for the second Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:

a) There will be no regular committee meeting in December.

~~b) In June the meeting shall be held on the second Monday evening.~~

e)b) Where the ~~third~~second Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.

4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.

4.3 In the absence of the chair, the vice-chair or designate shall preside at the meeting.

Legal References:

- *Education Act, sections 170-171 Duties and Powers of Boards; Part XIII Behaviour, Discipline and Safety*
- *Education Quality and Accountability Office Act*
- *Labour Relations Act*

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Achievement in Motion System Plan

STANDING COMMITTEE

POLICY NO. 11- C	
Adopted	May 26, 2008
Last Revised	November, 2014 April 28, 2014
Review Date	November April, 2014

OPERATIONS AND FINANCE COMMITTEE

1. PURPOSE

The Operations and Finance Committee shall review and make recommendations to the Board on matters related to operations of facility services, transportation, information and technology services, purchasing, accounting and payroll and benefits.

2. POWERS AND DUTIES

- 2.1 The committee shall support the achievement of the Board's major areas of responsibility that relate to Board operations, transportation, information and technology services, and financial matters, as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee is responsible for reviewing and recommending to the Board the goals in the Board's system plan and the means whereby these goals may be achieved.
- 2.3 The committee shall review and make recommendations to the Board on the purchase and sale of land and buildings and on the scope of capital projects and contracts for construction.
- 2.4 The committee shall keep the Board informed regarding all facility matters and make recommendations to the Board about facility work plans and capital planning.
- 2.5 The Board is an equal member, along with Algonquin and Lakeshore Catholic District School Board and Limestone District School Board, of Tri-Board Student Transportation Services. The committee will monitor the operation of school bus transportation services, and make recommendations for changes to the Tri-Board Student Transportation Services transportation policy.
- 2.6 The committee will review and make recommendations to the board on borrowing and investing of funds according to government regulation.
- 2.7 The committee will monitor the success of administrative procedures related to business matters.

3. MEMBERSHIP

- 3.1 Membership is appointed each year at the initial/annual meeting held in December.
- 3.2 The Operations and Finance Committee shall be comprised of a minimum of five trustees.
- 3.3 Chair and vice-chair of the Operations and Finance Committee are elected each year at the initial/annual meeting of the Board held in December.

4. MEETINGS

- 4.1 The Operations and Finance Committee shall schedule meetings for the second Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:
- a) There will be no regular committee meeting in December.
 - ~~b) In June the meeting shall be held on the first Monday evening.~~
 - ~~e)b)~~ Where the second Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.
- 4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.
- 4.3 In the absence of the chair, the vice-chair or designate shall preside at the meeting.

Legal References:

Education Act, sections 170-171 Duties and Powers of Boards; Part IX Finance

Board References:

- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 17 ~~—~~ Transportation of Students
- Achievement in Motion System Plan
- ~~• Administrative Procedure 500 — Financial Integrity~~

STANDING COMMITTEE

POLICY NO. 11- E	
Adopted	May 26, 2008
Last Reviewed	November, 2014 April 28, 2014
Review Date	November April, 2014

BUDGET COMMITTEE

1. PURPOSE

The Budget Committee is responsible for the review and recommendation of the annual budget to the Board. It is the responsibility of the Board to establish a budget that is compliant with the requirements of the Education Act and aligns resources to support high levels of achievement for each student.

2. POWERS AND DUTIES

- 2.1 The committee shall consider budget recommendations from the staff, other Board committees and the community, as appropriate.
- 2.2 The committee shall review and consider estimated board revenue and expenditures.
- 2.3 The committee shall provide direction as to budget application when significant adjustments are required.
- 2.4 The committee shall present a recommended budget to the Board each year that is based on the goals and priorities of the Board and is compliant with the requirements of the Education Act.

3. MEMBERSHIP

Committee membership includes all members of the Board.

4. MEETINGS

The chair of the Board shall set the meeting date or dates and preside at each meeting of the Budget Committee or in the chair's absence, vice-chair or designate.

Legal References:

- *Education Act, sections 230-232 Estimates; Part IX Finance*

Board References:

- Board Policy No. 1 - Board Mission and Goals

STANDING COMMITTEE

POLICY NO. 11- F	
Adopted	May 26, 2008
Last Reviewed	November April 28, 2014
Review Date	November April, 2015

STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE

1. PURPOSE

The Student Enrolment/School Capacity Committee shall review and make recommendations on matters relating to school enrolments, school capacities, including projected trends, and 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.
- 2.2 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.
- 2.3 After reviewing the preliminary report, the committee may recommend that the Board direct senior administration to form an Accommodation Review Committee for a group of schools or for a single school.
- 2.4 If the Board supports the committee's recommendation, an Accommodation Review Committee will be formed in accordance with Policy No. 15: Student Enrolment/School Capacity. 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.
- 2.5 The committee shall prepare its report and recommendations regarding pupil accommodation options to the Board.

3. MEMBERSHIP

- 3.1 The membership of the Student Enrolment/School Capacity Committee includes all members of the Board.
- 3.2 Chair and vice-chair of the Student Enrolment/School Capacity Committee are elected each year at the initial/annual meeting of the Board held in December.

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.

4.1 In the absence of the chair, the vice-chair or designate shall preside at the meeting.

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)

STATUTORY COMMITTEE

POLICY NO. 11- H	
Adopted	May 26, 2008
Last Revised	November, 2014 April 28, 2014
Review Date	November April, 2014

SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE

1. PURPOSE

The Hastings and Prince Edward District School Board (the Board) is a system of character that delivers a quality learning experience to support high levels of achievement for each student. The purpose of supervised alternative learning (SAL) is to provide students who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the student to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals.

2. DEFINITIONS

Parent – A parent includes a guardian and is the parent of the student participating in SAL.

Primary Contact Person – An employee of the Board who is assigned by the principal to facilitate the development of the Supervised Alternative Learning Plan and to monitor the student's progress.

Principal – Principal of the school where the student is enrolled.

Student – A pupil of the Board as defined in the Education Act.

Supervised Alternative Learning Plan (SALP) – A SALP means a supervised alternative learning plan for a student that is approved by a SAL Committee. The SALP shall include the student's education and life goals and may include one or more of the following activities:

- a) Enrolment in a course or class in which a student may earn a credit;
- b) Enrolment in a non-credit life skills course or other non-credit course;
- c) Preparation for employment and development of general employment skills;
- d) Training for a specific job or type of employment;
- e) Full-time or part-time employment;
- f) Counseling;
- g) Volunteering;
- h) Any other activity with the potential to help the student achieve their goals.

Regular contact with the student is maintained by the primary contact person to ensure that the student continues to participate in the SALP and, therefore, to continue to be excused from attendance at school.

3. SAL COMMITTEE MEMBERSHIP

3.1 The Board shall establish a Supervised Alternative Learning Committee as required under the Education Act. The Sal Committee shall be composed of such members, not fewer than three, as may be appointed by the Board in each year. A quorum of the committee shall consist of:

- a) At least one member of the Board;

- b) At least one supervisory officer who is qualified as such as a teacher and is employed by the Board, or designate; and;
 - c) At least one person who is not a member or an employee of the Board.
- 3.2 The SAL coordinator shall act as chair and as secretary each time a Supervised Alternative Learning Committee meeting is called.

~~3.3~~ -An attendance counsellor shall act as resource to the committee each time a Supervised Alternative Learning Committee meeting is called.

~~3.2~~

4. POWERS AND DUTIES

4.1 Exceptions to Compulsory Attendance

A Supervised Alternative Learning Committee decides whether a student may be excused from compulsory school attendance, in accordance with the *Education Act* and Ontario Regulation 374/10.

4.2 Referral of Student to the SAL Committee

The principal or parent of a student of compulsory school age, who has attained the age of fourteen years and is not benefiting from existing school programs, may refer the student to the SAL Committee to participate in an alternative program. This referral is made in writing by the principal or parent. If a student is at least 16 years old and has withdrawn from parental control, any authority or right that is vested in, or any obligation that is imposed upon, a parent of a student under this Part is vested in or imposed upon the student.

4.3 Notice of Committee Meeting

The committee shall give notice of the meeting to the following:

1. The student;
2. The parent;
3. The principal;
4. Any member of the staff of the school or the board who was listed by the principal in the referral and in the opinion of the committee may have information that is relevant to the referral;
5. Any other individual who in the opinion of the committee has information that is relevant to the referral.

Any individual who receives notice has a right to attend and be heard at the meeting.

4.4 Committee Decision

The SAL Committee shall, after reviewing the SALP and after meeting with the student, his or her parent, and, where the committee considers it appropriate, any other person:

- a) Approve participation by the student as described in the plan;
- b) Modify the plan and approve participation by the student in Supervised Alternative Learning as described in the plan as modified;
- c) Not approve participation by the student as described in the plan, in which case the student shall attend school as required by the *Education Act*; or

Where the committee considers that it is in the best interests of a student, it may designate a school for the purpose of a program that is not the school where the student is currently enrolled.

If a SALP was not submitted to the committee, the committee shall,

- a) Require the principal of the student's school to cause a plan to be developed for the student;
Or
- b) Not approve participation by the student in Supervised Alternative Learning.

4.5 Communication of Decision

Within 5 days of the decision, the secretary of the committee shall communicate in writing to the principal, the student and the parent of the decision of the committee.

4.6 Request for Reconsideration

If the parent of a student disagrees with the determination of the SAL Committee and wishes to request reconsideration, the parent must notify the school principal in writing within 10 days of receiving the SAL Committee's written decision. The principal shall forward the written request to the SAL Committee as soon as possible after receiving the request. Within 20 school days after the day the committee receives the request, the committee shall hold a meeting to reconsider its decision. The individuals listed in 4.3 are entitled to receive notice of the meeting and attend. After a meeting, the committee shall make a decision in accordance with 4.4 outlined above.

4.7 Communication of Reconsideration Decision

Within 5 days of the decision, the SAL Committee shall communicate in writing to the principal, the student, and the parent of its decision in respect to the request for reconsideration. The Committee decision is final.

4.8 Legal Excusal from School Attendance

The student shall participate in the SALP as approved by the SAL Committee. The student is excused from attendance at school as long as the student participates in the SALP. A school attendance counselor shall have the same powers and perform the same duties in respect of students enrolled in Supervised Alternative Learning as the counselor has in respect of other students.

4.9 Modifying the Plan after Committee Approval

4.9.1 The primary contact person may make modifications to the plan at any time if,

- a) The plan remains substantially the same; and;
- b) He or she first requested input from the student and the parent.

4.9.2 If the primary contact person modifies a plan, he or she shall inform the principal, the student and the parent.

4.9.3 If in the opinion of the primary contact person it would be in the student's best interests to make modifications to the plan that would result in the plan being substantially different, he or she shall review the proposed modifications with the principal.

4.9.4 The principal shall make the proposed modifications to the plan if,

- a) In the opinion of the principal it would be in the student's best interests;
- b) A supervisory officer qualified as such as a teacher agrees; and;
- c) The principal first requested input from the student and the parent.

4.9.5 If a plan is modified, the principal shall provide a copy of the modified plan to the student and the parent.

4.9.6 Reports to the Committee

The primary contact person shall report on the student's progress to the SAL Committee when requested by the committee, and to the principal of the school where the student is enrolled.

4.10 Renewal of the SALP

- 4.10.1 Before the expiry of the plan, if in the opinion of the principal it would be in the student's best interests to continue to participate in supervised alternative learning, the principal shall,
- a) Submit a recommendation to the committee to renew the plan, with the written consent of the parent; or
 - b) Refer the student to the SAL Committee
- 4.10.2 Within 20 school days after the day a committee receives a recommendation for renewal the committee shall,
- a) Renew the student's plan;
 - b) Renew the student's plan with specified modifications; or
 - c) Require the principal to refer the student to the SAL Committee.
- 4.10.3 The committee may only renew the student's plan in accordance with the following:
1. For non-semestered schools, the plan may be renewed for a maximum of one school year in total
 2. For semestered schools, the plan may be renewed for a maximum of one school year

5. MEETINGS

Meetings of a SAL Committee are held regularly upon receipt of referrals for Supervised Alternative Learning. The meeting schedule is provided to the Committee members at the beginning of each school year.

Legal References:

- *Education Act, section 21 Compulsory Attendance*
- *Education Act, section 36 (1) Resident Pupil Qualifications, Secondary*
- *Ontario Regulation 374/10 Supervised Alternative Learning*

Board References:

- Administrative Procedure 395 – Supervised Alternative Learning
- Administrative Procedure 394 – Compulsory School Attendance

STATUTORY COMMITTEE

POLICY No. 11-I	
Adopted	November 15, 2010
Last Revised	November April 28, 2014
Review Date	November April, 2014

AUDIT COMMITTEE

1. PURPOSE

The board ~~shall~~has established an ~~a~~Audit ~~e~~Committee as required under the Education Act. The ~~a~~Audit ~~e~~Committee shall review and make recommendations to the board on matters concerning financial reporting, internal and external audits, internal control, ~~and~~ compliance matters, ~~and risk management.~~

2. DEFINITIONS

external auditor – an auditor appointed by a board in accordance with the Act to perform the duties referred to in the Act.

fiscal year – currently defined in the Education Act Section 230.20(3) as the period September 1 to August 31 or subsequent amendments to the Act.

internal auditor – a contractor or employee of a board who examines and evaluates a board's records and procedures related to the board's risk management, internal controls and governance processes and makes recommendations on ways to improve the board's risk management, internal controls and governance processes.

reporting entity – with respect to a board, an organization that is required to prepare reports for the purposes of the board regarding the organization's financial affairs and resources.

senior business official – means a senior business official described in subsection 3(2) of Regulation 309 of the Revised Regulations of Ontario, 1990 (Supervisory Officers) made under the Act or subsequent amendments to the Act.

3. POWERS AND DUTIES

3.1 The ~~audit committee~~Audit Committee has the following duties related to the board's financial reporting process:

- 3.1.1 The committee shall review with the director of education, the senior business official and the external auditor the board's financial statements, with regard to the following:
- Relevant accounting and reporting practices and issues.
 - Complex or unusual financial and commercial transactions of the board.
 - Material judgments and accounting estimates of the board.
 - Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
- 3.1.2 The committee shall review with the director of education, the senior business official and the external auditor, before the results of an annual external audit are submitted to the Board,
- the results of the annual external audit,

- b) any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
 - c) any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
 - d) any significant disagreements between the external auditor and the director of education or the senior business official and how those disagreements were resolved.
- 3.1.3 To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the ~~audit committee~~Audit Committee members and reflect accounting principles applicable to the board.
- 3.1.4 To recommend, if the ~~audit committee~~Audit Committee considers it appropriate to do so, that the board approve the annual audited financial statements.
- 3.1.5 To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the ~~audit committee~~Audit Committee under generally accepted auditing standards.
- 3.1.6 To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
- 3.1.7 To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
- 3.1.8 To ask the external auditor about any other relevant issues.
- 3.2 The ~~audit committee~~Audit Committee has the following duties related to the board's internal controls:
- 3.2.1 To review the overall effectiveness of the board's internal controls.
 - 3.2.2 To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
 - 3.2.3 To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.
- 3.3 The ~~audit committee~~Audit Committee has the following duties related to the board's internal auditor:
- 3.3.1 To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, the senior business official and the internal auditor.
 - 3.3.2 To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
 - 3.3.3 To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
 - 3.3.4 To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.

- 3.3.5 To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Internal Auditors and available on its website.
- 3.3.6 To meet on a regular basis with the internal auditor to discuss any matters that the ~~audit committee~~Audit Committee or internal auditor believes should be discussed.
- 3.3.7 To review with the director of education, the senior business official and the internal auditor,
- significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations.
 - any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
 - any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.
- 3.4 The ~~audit committee~~Audit Committee has the following duties related to the board's external auditor:
- 3.4.1 To review at least once in each fiscal year the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
- 3.4.2 To review the external auditor's audit plan, including,
- the external auditor's engagement letter,
 - how work will be coordinated with the internal auditor to ensure complete coverage, the reductions of redundant efforts and the effective use of auditing resources, and
 - the use of independent public accountants other than the external auditor of the board.
- 3.4.3 To review and confirm the independence of the external auditor.
- 3.4.4 To meet on a regular basis with the external auditor to discuss any matters that the ~~audit committee~~Audit Committee or the external auditor believes should be discussed.
- 3.4.5 To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
- 3.4.6 To recommend to the Board a policy designating services that the external auditor may perform for the board and, if the Board adopts the policy to oversee its implementation.
- 3.5 The ~~audit committee~~Audit Committee has the following duties related to the board's compliance matters:
- 3.5.1 To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
- 3.5.2 To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.

- 3.5.3 To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.
- 3.5.4 To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
- 3.5.5 To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met.

3.6 The ~~audit committee~~Audit Committee has the following duties related to the board's risk management:

- 3.6.1 To ask the board's director of education, the senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
- 3.6.2 To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
- 3.6.3 To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

3.7 In carrying out its functions and duties, an ~~audit committee~~Audit Committee of a board has the power to,

- 3.7.1 With the prior approval of the Board, retain counsel, accountants or other professionals to advise or assist the committee;
- 3.7.2 Meet with or require the attendance of Board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
- 3.7.3 Where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or Board members, other than Board members who are members of the committee;
- 3.7.4 Require the board's internal or external auditor to provide reports to the committee; and
- 3.7.5 Have access to all records of the board that were examined by the internal or external auditor.

4 MEMBERSHIP

4.1 The ~~audit committee~~Audit Committee will consist of five members including three Board members and two persons who are not Board members. Board members are to be appointed in accordance with the board's by-laws. Non-Board members are appointed by the Board through a motion based upon recommendations from the Selection Committee as referenced in Section 4.7 below, according to Ministry regulations, when vacancies occur.

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- 4.2 If the ~~number of persons required is not~~ required five members are not appointed to the ~~audit committee~~ Audit Committee, the Minister may appoint a person to each vacant position.
- 4.3 A person appointed under section 4.2 holds the position until the Board appoints another to the position.
- 4.4 A person who is not a school board member is eligible to be appointed to the board's ~~audit committee~~ Audit Committee only if he or she,
- (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
 - (b) is not an employee or officer of the school board or any other school board at the time of his or her appointment;
 - (c) does not have a conflict of interest, as described in subsection 4.5, at the time of his or her appointment and at the first meeting of the committee in each fiscal year. Conflict declarations must be submitted, in writing, to the chair of the committee.
 - (d) was identified by the selection committee described in section 4.7 as a potential candidate for appointment to the ~~audit committee~~ Audit Committee.
- 4.5 For the purposes of clause 4.4(c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board.
- 4.6 Clause 4.4 (d) does not apply if the person is appointed by the Minister under section 4.2.

Selection Committee

- 4.7 Each board shall have a selection committee for the purpose of identifying persons who are not Board members as potential candidates for appointment to the board's ~~audit committee~~ Audit Committee. The selection committee shall be composed of,
- (a) the board's director of education;
 - (b) the senior business official of the board; and
 - (c) the chair of the Board or a Board member designated by the chair.

Chair of the committee

- 4.8 At the first meeting of the ~~audit committee~~ Audit Committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the Board members appointed to the committee.
- 4.9 If at any meeting of the ~~audit committee~~ Audit Committee the chair is not present, the members present may elect a chair for that meeting.

Term of appointment

- ~~4.10~~ The composition of the ~~trustees Board members~~ on the ~~audit committee~~ Audit Committee shall be in alignment with ~~Board Policy No. 11~~, Section 4.1.
- ~~4.104.11~~ The term of office of a member of the Audit Committee who is a Board member, shall be for one year. For continuity purposes, Board members are encouraged to remain on the committee for a term of four years.
- ~~4.114.12~~ The term of office of a member of the ~~audit committee~~ Audit Committee who is not a Board member shall be for three years.

4.124.13 Subject to section 4.134, a member of the ~~audit committee~~Audit Committee may be reappointed.

4.134.14 An individual who is not a Board member may not be appointed to the ~~audit committee~~Audit Committee more than twice unless,

- (a) the board advertised the position for at least 30 days; and
- (b) after 30 days, the selection committee did not identify any potential candidates.

4.144.15 When the term of a member of the ~~audit committee~~Audit Committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.

Vacancies

4.154.16 A member who is a Board member vacates his or her position on the ~~audit committee~~Audit Committee if,

- (a) he or she is convicted of an indictable offence; or
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence.

4.164.17 A member who is not a Board member vacates his or her position on the ~~audit committee~~Audit Committee if,

- (a) he or she is convicted of an indictable offence;
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- (c) he or she becomes an employee or officer of the board or of any other school board; or
- (d) it is discovered that he or she had a conflict of interest as described in subsection 4.5. at the time of his or her appointment and failed to disclose it.

4.174.18 Despite any by-law of the board, if a position on the ~~audit committee~~Audit Committee becomes vacant, the position shall be filled as soon as possible in accordance with sections 4.2 and 4.7.

4.184.19 A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.

5. MEETINGS

5.1 The first meeting of the ~~audit committee~~Audit Committee in each fiscal year shall take place no later than September 30.

5.2 The ~~audit committee~~Audit Committee shall meet at least three times in each fiscal year at the call of the chair of the committee and at such other times as the chair considers advisable.

6. DECISION MAKING

6.1 Each member of the ~~audit committee~~Audit Committee has one vote.

6.2 The ~~audit committee~~Audit Committee will make decisions by resolution.

6.3 In the event of a tie vote, the chair is entitled to cast a second vote.

- 6.4 A majority of the members of the ~~audit committee~~Audit Committee constitutes a quorum and must include one member who is not a board member.

7. REPORTING

- 7.1 The ~~audit committee~~Audit Committee shall provide annual reports to the Board as specified in the regulation.

Legal References:

- *Ontario Regulation 361/10 Audit Committees*
- *Education Act: Sections 230.20(3), 253(1), 253(4)*
- *Regulation 309 1990 Subsection 3(2)*

District References:

- Board Policy No. 4 – Corporate Board Job Description
- Achievement in Motion System Plan
- Administrative Procedure 500 – Financial Integrity

LEGISLATED COMMITTEE

POLICY NO. 11- L	
Adopted	May 26, 2008
Last Revised	November, 2014 April 28, 2014
Review Date	November, 2014 April, 2017

STUDENT DISCIPLINE COMMITTEE

1. PURPOSE

To determine appeals of student suspensions and recommendations for expulsion, the Board formally delegates to the Student Discipline Committee the powers set out in the *Education Act*, Regulations under the *Act*, and the *Statutory Powers Procedure Act*

Board Policy No. 13 - Appeals and Hearings Regarding Student Matters prescribes the procedures for the conduct of appeals and hearings by the Student Discipline Committee. This Board policy provides a summary of the key responsibilities of the committee.

2. DEFINITIONS

Adult Student—An adult student is 18 years of age or older, or 16 or 17 and has removed himself or herself from parental control.

Board Expulsion—A Board expulsion is an expulsion from all schools of the Board.

Mitigating and Other Factors—These factors are described in *Ontario Regulation 472/07 – Behaviour, Discipline and Safety of Pupils* and include, but are not limited to, the student's ability to control or understand the consequences of his or her behaviour; the student's history; the age of the student.

Parent— Parent means the custodial parent or guardian of a minor child who is not an adult student. A reference to "parent" in this policy refers to both parents if applicable or to a guardian or guardians.

School Expulsion—A school expulsion is from the school of the Board that the student was attending at the time of the incident.

3. POWERS AND DUTIES

3.1 Conducting a Suspension Appeal

3.1.1 If a superintendent's review of the suspension imposed by the principal does not resolve the issue, the Student Discipline Committee shall hear and determine a suspension appeal within fifteen school days of receiving the notice of intention to appeal.

3.1.2 When making its determination, the Student Discipline Committee shall consider the principal's report and submissions and the submissions and any other information provided by the parent or adult student. The Committee shall also consider the analysis and application of any mitigating and other factors which may or may not be applicable in the circumstances.

3.1.3 The Committee shall determine whether the decision to suspend and the suspension imposed were reasonable in the circumstances.

The Student Discipline Committee of the Board shall either:

- a) confirm the suspension and its duration;
- b) confirm the suspension but shorten its duration and amend the record accordingly;
- c) quash the suspension and order that the record be expunged;
- d) confirm the suspension and its duration, but order that the record be removed at some future date if certain conditions are met; or
- e) make such other appropriate order.

3.1.4 The decision of the Student Discipline Committee regarding the suspension appeal is final.

3.2 Conducting an Expulsion Hearing

3.2.1 When a principal, in consultation with the appropriate superintendent, recommends that a student be expelled, the Student Discipline Committee shall conduct an expulsion hearing. The hearing shall be held within twenty school days from the date the principal suspended the student pending a possible recommendation for expulsion.

3.2.2 The Student Discipline Committee shall consider whether the principal considered all relevant criteria and information, including mitigating or other factors, in reaching the decision to expel the student.

3.2.3 If the Student Discipline Committee considers that the student should not be expelled, the Committee shall make a determination to deal with the suspension in one of the ways described in paragraph 3.1.4³ above.

3.2.4 The Student Discipline Committee's decision with respect to the suspension is final.

3.2.5 In the event the Student Discipline Committee decides to recommend that the student be expelled, the Committee must decide whether to impose a school expulsion or a Board expulsion. In determining the type of the expulsion, the Student Discipline Committee shall consider:

- a) the mitigating and other factors that apply;
- b) all submissions and views of the parties;
- c) any written response to the principal's report provided before the completion of the hearing; and
- d) such other matters as the Student Discipline Committee considers appropriate.

3.2.6 If the Student Discipline Committee decides to recommend a school expulsion, then the Committee must assign the student to another school.

3.2.7 If the Student Discipline Committee decides to recommend a Board expulsion, then the Committee must assign the student to a program for expelled students.

3.2.8 The Student Discipline Committee shall promptly provide written notice of the decision to expel the student to both parties and to the student, if he or she was not a party. This written notice shall include:

- a) the reason for the expulsion;
- b) a statement indicating whether the expulsion is a school expulsion or a Board expulsion;
- c) information about the school or program to which the student has been assigned; and
- d) information about the right to appeal the expulsion to the Child and Family Services Review Board.

4. MEMBERSHIP

- 4.1 All trustees will be appointed to the Student Discipline Committee annually, to serve on a rotating basis, with a minimum of three trustees required to conduct a suspension appeal or an expulsion hearing.
- 4.2 The Discipline Committee shall elect a chair from among its members each time a Student Discipline Committee meeting is convened.
- 4.3 A member of senior staff will act as secretary to the Student Discipline Committee, and serve in an advisory capacity to the committee on procedural matters.

5. MEETINGS

Committee meetings are called upon receipt of an appeal of a suspension, and upon a request for an expulsion hearing by the Board.

Legal References:

- *Education Act, Part XIII; Statutory Powers Procedure Act*
- [Ontario Human Rights Code](#)
- [Accepting Schools Act, 2012 \(Bill 13\)](#)
- [Supporting Bias-Free Progressive Discipline in Schools, 2013](#)
- *Ontario Regulation 472/07 Suspension and Expulsion of Pupils*
- *Ontario Student Record Guideline*
- *PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct*
- *PPM No. 141 School Board Programs for Students on Long-Term Suspension*
- *PPM No. 142 School Board Programs for Expelled Students*
- [PPM No. 144 Bullying Prevention & Intervention \(Dec. 5/12\)](#)
- [PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour \(Dec. 5/12\)](#)

Board References:

- Board Policy No. 13 - Appeals and Hearings Regarding Student Matters
- Administrative Procedure 145 - District Code of Conduct and School Codes of Conduct;
- Administrative Procedure 378 - Student Discipline, Bullying Prevention and Intervention
- Form F013-1 - Notice of Suspension Appeal
- Form F013-2 - Board Suspension Appeal Decision
- Form F013-3 - Board Expulsion Decision



Hastings and Prince Edward District School Board

BOARD POLICY NO. 14	
Adopted	May 26, 2008
Last Revised	March, 2011 <u>April 28, 2014</u>
Review Date	May <u>April, 2014</u> <u>2017</u>

HEARINGS ON TERMINATION OF TEACHER EMPLOYMENT TEACHER TERMINATIONS

1. PURPOSE

Hastings and Prince Edward District School Board has a duty to ensure that students receive the benefits of an education system staffed by teachers who are performing their duties in a satisfactory way.

The teacher performance appraisal system is described in the *Education Act, Part X.2*. When a teacher's performance is on review status under the terms of *Part X.2*, and the principal's feedback and recommendations to help the teacher improve his or her performance do not result in a satisfactory rating, the following steps shall be taken.

2. RECOMMENDATION TO THE BOARD

- 2.1 Where a performance appraisal results in an unsatisfactory rating after the teacher has been placed on review status as set out in sections 277.37 and 277.38 of the *Education Act*, or in subsections 277.40.2 and 277.40.3 in the case of a new teacher, the principal, in consultation with the director of education or designate, shall promptly transmit a recommendation in writing to the Board that the teacher's employment with the Board should be terminated.
- 2.2 If, at any time during the 120 school days starting with the day on which the teacher is advised that he or she is on review status, the principal and appropriate supervisory officer jointly determine that the delay necessitated by conducting an additional performance appraisal during the review process is inconsistent with the protection of the best interests of students, they shall refrain from conducting the appraisal and shall promptly transmit a joint recommendation in writing to the Board that the teacher's employment with the board should be terminated.
- 2.3 In accordance with the *Education Act*, subsection 277.15 (5), nothing in *Part X.2* or any regulation, guideline, policy or rule under it shall be interpreted to limit the right of the Board to terminate the employment of a teacher for disciplinary reasons, whether or not a performance appraisal process relating to the teacher is being conducted under *Part X.2* of the *Education Act*. Administrative Procedure 405 Personnel Rules General provides examples of just cause for the dismissal of teaching staff.

3. INFORMATION SHARING

- 3.1 The recommendation to the Board for termination of employment shall be accompanied by the following:
 - 3.1.1 written reasons for the recommendation;
 - 3.1.2 a copy of the performance appraisal document; and
 - 3.1.3 copies of all documents relied upon in making the recommendation.

3.2 The principal shall promptly provide the teacher with:

- 3.2.1 a copy of the recommendation to the Board;
- 3.2.2 a copy of the written reasons for the recommendation; and
- 3.2.3 copies of all documents relied upon in making the recommendation.

4. ~~THE BOARD HEARING PROCEEDING~~

4.1 The ~~Board hearing process before the Board of Trustees~~ shall demonstrate procedural fairness. The teacher must be aware of the reasons for the recommendation and must have a fair chance to respond.

4.2 Notes of the Board ~~hearing proceeding~~ shall be recorded for the purpose of the Board's records.

4.3 The Board shall rule on any matter of procedure that may arise during the course of the ~~hearing proceeding~~.

4.4 The director of education or designate and the teacher or teacher's representative shall be given an opportunity to make introductory statements.

4.5 The director of education or designate shall make the first presentation. If the director considers it necessary to have ~~witnesses appear on behalf of the recommendation, they shall be called to appear prior to the teacher or the teacher's representative making any presentations or calling witnesses.~~ additional information presented to the Board of Trustees such information may be ~~presented by the individual identified by the director before the teacher or the teacher's representative has made his/her presentation.~~

4.6 The presentation of the teacher's case shall commence after the director of education or designate has presented his or her evidence.

4.7 ~~Trustees Board members~~ shall ask questions of an ~~witness only after the party calling the witness has completed his or her presentation.~~ individual who has made a presentation only after the ~~individual has completed his/her presentation.~~

4.8 After the teacher or the teacher's representative has made a closing statement, the director of education or designate shall have an opportunity to respond.

4.9 Board members will have the opportunity to ask questions of clarification from both parties.

4.10 The Board will meet without the respective parties to the ~~hearing proceeding~~ in attendance to arrive at a decision regarding the recommendation. The secretary of the Board and recording secretary will remain in attendance. The Board may have legal counsel in attendance.

~~4.11~~ If the Board requires additional information or clarification in order to make its decision, both parties will be requested to return to the hearing to provide the additional information.

~~4.114.12~~ The process before the Board of Trustees will be in camera pursuant to s.207(2) of the Education Act.

5. BOARD DECISION

5.1 The Board, upon receiving a recommendation to terminate a teacher's employment under *Part X.2 of the Education Act*, shall determine, ~~based on the giving consideration to the~~ competencies provided for in *Ontario Regulation 99/02* whether or not the teacher is performing satisfactorily in

the position to which he or she was assigned immediately before any action of the director of education to suspend or reassign the teacher, pending the Board's decision.

- 5.2 The determination of the Board shall be by majority vote of the members of the Board present at a meeting of the Board at which there is a quorum, within sixty (60) days of receiving the recommendation.
- 5.3 Where the Board determines that the teacher is not performing satisfactorily in the position to which he or she was assigned immediately before any action of the director of education, or determines the need to terminate employment for other reasons, the Board shall terminate the teacher's employment with the Board.
- 5.4 Where the Board does not make the determination described in subsection 5.3, the teacher's suspension or reassignment, as the case may be, shall cease and, except where the teacher and the Board agree otherwise, the teacher shall resume his or her former position.

6. COMMUNICATION OF DECISION

- 6.1 The Board decision will be communicated to the teacher by telephone and confirmed in writing following the [hearing proceeding](#).
- 6.2 Where the Board terminates a teacher's employment for unsatisfactory performance, the secretary of the Board shall promptly file a complaint under section 26 of the *Ontario College of Teachers Act*, regarding the reasons for the termination.
- 6.3 Where a teacher employed by the Board resigns while he or she is on review status, the secretary of the Board shall promptly file a complaint under section 26 of the *Ontario College of Teachers Act*, regarding the reasons for the teacher having been placed on review status.
- 6.4 The Board shall promptly provide to any other school board requesting teacher performance appraisal documents all documents relating to termination of the employment of a teacher.

Legal References:

- [Education Act, s.207\(2\)](#)
- *Education Act, paragraph 171(1) 3 Powers of Boards to Remove Teachers*
- *Education Act Part X.2 Teacher Performance Appraisal*
- *Ontario College of Teachers Act, section 26 Duties of Investigation Committee*
- Ontario Regulation 298 Operation of Schools—General, paragraph 11(3) (j) Principal's Recommendation
- Ontario Regulation 99/02 Teacher Performance Appraisal

Board References:

- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Administrative Procedure 405 - Personnel Rules General
- Administrative Procedure 460- Reporting Teacher Professional Misconduct



**Operations and Finance Committee
Regular Meeting
PUBLIC AGENDA**

**April 14, 2014 – 7:00 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
	Presentations: None Approval of agenda Approval of minutes: March 17, 2014 Business arising		
B	Recommendations		
	None		
C	Information		
	2013-2014 Board Policy Review – Part B	C-1	M. Savery-Whiteway
	Trustee expense report	C-1	L. Miller
D	Correspondence		
	Adjourn		

Next regular meeting: May 12, 2014

**Committee Membership: M. Brant, S. Clements, B. Danes – Chair, T. Goodfellow – Vice-chair, D. Inch,
D. Patterson**



**Program and Human Resources Committee
PUBLIC AGENDA**

**Regular meeting of
Monday, April 14, 2014 - 5:30 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 – March 17, 2014 Business arising from the minutes		
B	Recommendations		
	Charter of Commitment on First Nation, Metis and Inuit Education	B-1	M. Savery-Whiteway
C	Information		
5:30 p.m.	The Hastings & Prince Edward Learning Foundation Update	Verbal	M. Savery-Whiteway M. deSnoo
	2013-2014 Board Policy Review Part B	C-1	M. Savery-Whiteway
	Textbook/novel approval	C-2	C. Portt
	Trustee Proposals and Queries	Verbal	All
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, May 12, 2014

Committee members: *Jennifer Cobb, Bonnie Danes, Thelma Goodfellow, Mary Hall, Dwayne Inch,
Lucille Kyle, Dave Patterson, Jim Williams*



**BOARD MEETING
PUBLIC AGENDA**
Regular meeting of Monday, April 28, 2014 – 7:00 p.m.
Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Board prayer		M. Hall
	Delegations/presentations:		
	Approval of agenda		D. Inch
	Approval of minutes:		
	• Regular meeting – March 24, 2014	A-1	D. Inch
	Business arising from the minutes		D. Inch
	Report from Committee of the Whole Board		D. Inch
	• Surplus property in Stirling and Tweed		
	• Bayside sewage treatment		
B	Recommendations		
	Report from the Executive Committee		
	• 2013-14 Board Policy Review – Part B	B-1	D. Inch
	Report from the Program and Human Resources Committee		
	• Charter of Commitment on First Nation, Métis and Inuit Education	B-2	J. Williams
C	Information		
	Calendar of events	C-1	M. Savery-Whiteway
	Report from the Chair	Verbal	D. Inch
	Report from Executive Committee	Verbal	D. Inch
	Report from Operations and Finance Committee	Verbal	B. Danes
	Report from Program and Human Resources Committee	Verbal	J. Williams
	Reports from staff		
	• Character moment: TBD – Literacy topic	Verbal	C. Portt
	• 2014-2015 Budget update	Verbal	L. Miller
	•		
	Questions, reports and proposals from trustees (including “notices of motion”)	Verbal	All
D	Correspondence		

Adjournment

Next regular meeting: Monday, May 26, 2014 – 7:00 p.m.