



**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, October 6, 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
Tuesday, October 6, 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:		
	• September 2, 2014 – regular meeting	A-1	D. Inch
	Business arising from the minutes		
B	Recommendations		
	Reports from staff		
	• 2014-15 Board Policy Review – Part A	B-1	M. Savery-Whiteway
C	Information		
	Trustee Honoraria	C-1	M. Savery-Whiteway
	Trustee proposals/queries	Verbal	All
	OPSBA update	Verbal	T. Goodfellow
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, November 3, 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
Tuesday, September 2, 2014

Members present: B. Danes, T. Goodfellow, D. Inch, L. Kyle, D. Patterson,
J. Williams

Regrets: None

Guests: None

Resource: M. Savery-Whiteway - Director of Education

Minutes: P. Hoskin, Administrative Assistant

Chair Inch called the meeting to order at 12:20 p.m.

Delegations/presentations

None

Approval of agenda

Moved: D. Patterson

Seconded: J. Williams

That the agenda be approved.

Carried

Approval of minutes

Moved: B. Danes

Seconded: L. Kyle

That the minutes of the regular meeting of June 2, 2014 be approved as corrected.

Page 2, paragraph 3 – remove “would”.

Carried

Business arising from the minutes

The director noted that staff are working to get the current news articles out to trustees in a timely manner. This will be implemented in the coming weeks.

Recommendations

Reports from Staff

2014-2015 Board Policy Review

Director Savery-Whiteway noted that there are 26 policies requiring a review and went through the process and timelines for reviewing the Board policies.

**Moved: T. Goodfellow
Seconded: D. Patterson**

That the Executive Committee recommends Hastings and Prince Edward District School Board authorize the Director to review the policies as contained in Board Report B-1 dated September 22, 2014, and bring recommendations forward in a timely manner to the Executive Committee for discussion in accordance with Board Policy No. 7 Board Policy Development and Review.

Carried

Change to October 2014 Board Meeting Date

Trustees discussed issues they may encounter by moving the Board meeting to October 20 when there are candidate events going on prior to the election.

**Moved: J. Williams
Seconded: L. Kyle**

That the Executive Committee recommends that Hastings and Prince Edward District School Board approve moving the regular October Board meeting from October 27, 2014 to October 20, 2014 as contained in Executive Report B-2, dated September 2, 2014.

Carried

Information

2014-2015 AiM System Plan

The director thanked trustees for attending the meeting on August 28. Tweaks to the plan are being made based in input from this meeting before it goes to Program and Human Resources and Operations and Finance Committee meetings on September 8. The final recommendation to approve the plan will be presented at the Public Board Meeting on September 22.

Director Savery-Whiteway stated that she has noted more connections to the plan and the anchoring of the plan in the work of the board.

Bill C-28, Canada's Anti-Spam Legislation (CASL)

The Director noted that the Anti-Spam Legislation is being implemented in stages. Sandy Smith is leading this work and we are in good shape as we continue toward compliance.

Child Care Modernization Act, 2014

The director advised that this legislation is being brought forward again by the Ministry to support quality day care and connects well to our Community Hub discussions and long-term planning noted in the AiM System Plan.

Trustee proposals/queries

- “Ontario’s Education Outlook” will be broadcast on the TVO channel this evening at 8:00 p.m.
- Summer Math Camp
- Special program offerings
- Back-to-school radio advertisement campaign

OPSBA update

Trustee Goodfellow provided an update on the following items from OPSBA:

- OPSBA Directors’ meeting on September 19/20.

Draft agenda review

Operations and Finance Committee

- Reviewed the agenda.

Program and Human Resources Committee

- Reviewed the agenda.

Public Board Meeting

- Reviewed the agenda.

Add approval of the minutes for the special meeting of August 13, 2014.

Adjournment

The Executive Committee meeting adjourned at 12:45 p.m.



Decision X Information _____

To: Chair and Members of the Executive Committee

From: Mandy Savery-Whiteway, Director of Education

Re: 2014-15 Board Policy Review – Part A

Purpose

To request that the Executive Committee review the following revised/updated board policies and to give notice to the Board that a recommendation will be going forward to the November Public Board meeting to approve the revisions:

- Policy 02 By-Laws FORMS
- Policy 03 Board Operations
- Policy 03-B Electronic Meetings
- Policy 03-E Trustee Honoraria
- Policy 03-H Filling Vacancies on the Board
- Policy 03-J Board Review/Self-Evaluation
- Policy 03 Operations FORMS
- Policy 05 Director Job Description
- Policy 06 Delegation of Authority
- Policy 08 Board Members Code of Conduct
- Policy 09 Role of Board Member
- Policy 10 Duties of Chair and Vice-Chair
- Policy 11-M Ad Hoc Committees
- Policy 16 Selection of Director

Background

According to Procedure 110 Board Policy Development and Review, board policies are reviewed every three years to ensure they are still relevant and have been implemented effectively. Twenty-seven policies require review in 2014/15. Fourteen policies are being reviewed during the fall and the remaining thirteen policies will be brought forward for review in the spring. Minor revisions and updates were made to the policies listed above to comply with legislation or regulations.

Board Policy No. 2 Governance By-Laws and Standing Rules outlines that amendments to by-laws shall be given in advance as a notice of motion and be confirmed by a two-thirds majority of all members of the Board present at that meeting. Amendments to board policies shall be given in advance as a notice of motion and are to be confirmed by a majority of the Board.

Current situation

The 14 Board policies/forms listed above have been reviewed by staff and administration and revisions/updates have been incorporated into the appendices.

Trustees have been provided with the revised policies/forms for their review and feedback to the Director of Education. Through discussions, trustee responses will be incorporated into



the final policy revisions that will be presented at the November Public Board meeting for approval.

Appendices

- Appendix A - 2014-2015 Board Policy Review Timeline
- Appendix B - Policy 02 By-Laws FORMS
- Appendix C - Policy 03 Board Operations
- Appendix D - Policy 03-B Electronic Meetings
- Appendix E – Policy 03-E Trustee Honoraria
- Appendix F - Policy 03-H Filling Vacancies on the Board
- Appendix G - Policy 03-J Board Review/Self-Evaluation
- Appendix H - Policy 03 Operations FORMS
- Appendix I - Policy 05 Director Job Description
- Appendix J - Policy 06 Delegation of Authority
- Appendix K - Policy 08 Board Members Code of Conduct
- Appendix L - Policy 09 Role of Board Member
- Appendix M - Policy 10 Duties of Chair and Vice-Chair
- Appendix N - Policy 11-M Ad Hoc Committees
- Appendix O - Policy 16 Selection of Director

Recommendation

Moved:

Seconded:

That the Executive Committee recommends that Hastings and Prince Edward District School Board approve amendments to the following Board policies/forms as outlined in appendices B, C, D, E, F, G, H, I, J, K, L, M, N and O, and as contained in Executive Committee Report B-1, dated October 6, 2014.

- **Policy 02 By-Laws FORMS**
- **Policy 03 Board Operations**
- **Policy 03-B Electronic Meetings**
- **Policy 03-E Trustee Honoraria**
- **Policy 03-H Filling Vacancies on the Board**
- **Policy 03-J Board Review/Self-Evaluation**
- **Policy 03 Operations FORMS**
- **Policy 05 Director Job Description**
- **Policy 06 Delegation of Authority**
- **Policy 08 Board Members Code of Conduct**
- **Policy 09 Role of Board Member**
- **Policy 10 Duties of Chair and Vice-Chair**
- **Policy 11-M Ad Hoc Committees**
- **Policy 16 Selection of Director**

Respectfully submitted,

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

Appendix A

2014-2015 Board Policy Review Timeline

The following fall and spring timelines are suggested for the 2014-2015 Board Policy Review:

Fall: (Part A)

- September 2, 2014 – Recommendation and timeline to Executive Committee for approval
- September, 2014 – Senior Administration to review policies.
- September 22, 2014 – Policy review recommendation and timeline to Board for approval
- October 6, 2014 – Revised policies to be distributed to Executive Committee for review and feedback.
- October 14, 2014, 3:30 p.m.- Special meeting of Executive Committee (if required) to review policy revisions with feedback incorporated, and prepare a notice of motion to Board for approval.
- October 20, 2014 – Notice of motion to Board for approval of revised/updated policies.
- November 17, 2014 – Motion to Board to approve revised/updated Board policies.

Spring: (Part B)

- January, 2015 – Senior Administration to review policies
- February 2, 2015 – Executive Committee for review and feedback
- February 2015 – Special meeting of Executive Committee (if required) for final review and recommendation to Board
- February 23, 2015 – Notice of motion to Board for approval of revised/updated policies.
- March 23, 2015 – Motion to Board to approve revised/updated Board policies.

FORM F002-1

Adopted	<u>October 23, 2006</u>
Last Reviewed	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

Form F002-1 Parliamentary Procedure at a Glance

Class of Motion	Kinds of Motion	Must be Seconded	Debatable	Vote Required	Amendable	When Used
<u>Privileged Motions</u> – interrupt the proceedings; listed in order of precedence	Adjourn—if not as noted on agenda	Yes	No	Majority	Yes, re time	to end the meeting
	Motion to recess—not called by chair	Yes	No	Majority	Yes	to take a break
	Question of privilege *	No	No	Chair rules	No	for comfort of members
	Call for orders of the day *	No	No	Upon demand	No	to ensure agenda is followed
<u>Main Motions</u> – introduce subjects for action; lowest in order of precedence	Main Motion	Yes	Yes	Majority	Yes	to conduct business when floor is clear
<u>Subsidiary Motions</u> – seek to properly dispose of main motion; listed in order of precedence . If offered, they must be decided before a final decision on the main motion.	Table a motion; lay on the table	Yes	No	Majority	No	to defer for <u>unspecified</u> time; is misused to kill main motion
	Call the previous question (pending)	Yes	No	2/3 vote	No	to vote <u>at once</u> ; may be used to control speaker
	Limit debate	Yes	No	2/3 vote	Yes	to close debate after given amount of time
	Postpone to a definite time	Yes	Yes	Majority	Yes	to defer to specific time
	Refer to a committee/administration	Yes	Yes	Majority	Yes	to study or modify
	Amend the amendment	Yes	Yes	Majority	No	to modify an amendment
	Amend	Yes	Yes	Majority	Yes	to modify a motion
Postpone indefinitely	Yes	Yes	Majority	No	to kill main motion	
<u>Incidental Motions</u> – handled before action is taken on a motion; take their rank from motion from which they arise	Point of Order *	No	No	Chair rules	No	to enforce rules/decorum
	Appeal ruling of chair* (motion is to sustain Chair, not sustain the appeal)	Yes	No	Majority or Tie	No	to support the chair when challenged by a member
	Withdraw a motion *	No	No	Majority	No	to avoid wasting time
	Suspension of the rules	Yes	No	2/3 vote	No	to conduct special business
	Divide the question into sections	Yes	No	Majority	Yes	to consider by clause
<u>Miscellaneous Motions</u> – bring a question before the group again	Take from the table	Yes	No	Majority	No	to consider a motion again
	Reconsider/amend <u>after adoption</u>	Yes	Yes	2/3 vote	Yes	to reconsider a decision
	Rescind or repeal <u>after adoption</u>	Yes	Yes	2/3 vote	Yes	to cancel previous decision

*** Motions that are in order when another has the floor**

A 2/3 vote is required: to call for an immediate vote (call the previous question); to limit debate; to suspend a rule of order; to reconsider a board resolution within one year; to rescind or repeal a decision (unless otherwise stated in the By-Laws)



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 3	
Adopted	May 26, 2008
Last Revised	April-October 23, 2012 4
Review Date	April, 2015 October 2017

BOARD OPERATIONS

Field Cod

PURPOSE

Hastings and Prince Edward District School Board is established under the *Education Act*, with power to perform all the duties conferred or imposed upon a public school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, and Board Policy No. 2 Governance By-Laws and Standing Rules.

Hastings and Prince Edward District School Board believes that a fundamental obligation is to preserve and enhance public trust in education generally, and in the affairs of Hastings and Prince Edward District School Board operations in particular. The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. The Board has adopted policies in addition to the Governance By-Laws and Standing Rules to ensure that the business of the Board will be conducted in an open, transparent and orderly way.

The following operations policies are consolidated in Policy No. 3 Board Operations:		
Policy No. 3-A	Delegations and Presentations	page 2
Policy No. 3-B	Electronic Meetings	page 4
Policy No. 3-C	Student Representation on the Board	page 6
Policy No. 3-D	Board Communications and Media Relations	page 10
Policy No. 3-E	Trustee Honoraria	page 12
Policy No. 3-F	Trustee Expense Reimbursement	page 14
Policy No. 3-G	Hospitality	page 17
Policy No. 3-H	Filling Vacancies on the Board	page 19
Policy No. 3-I	Indemnification of Board Members	page 22
Policy No. 3-J	Board Review/Self-Evaluation	page 23

BOARD OPERATIONS

POLICY NO. 3-B	
Adopted	May 26, 2008
Last Revised	November October, 201 24
Review Date	November October, 201 57

ELECTRONIC MEETINGS

1. OBJECTIVE

Hastings and Prince Edward District School Board recognizes the value of using electronic modes of communication in conducting its business. The Board realizes the need to make provision for the use of electronic means for participation in the meetings of the Board and its committees.

The Board has, as required by Ontario Regulation 463/97 Electronic Meetings made under the *Education Act*, developed and implemented this policy providing for the use of electronic means for the holding of meetings of the Board.

2. DEFINITIONS

Meetings of the Board—The term “meetings of the Board” throughout this policy refers to meetings of the Board and meetings of a committee of the Board, including a committee of the whole Board.

3. PROCEDURE

- 3.1 At the request of a Board member or student trustee, in situations where it is not possible for the member or student trustee to attend a regularly scheduled or special meeting of the Board or meeting of a committee of the Board, the Board shall provide electronic means for participation where the technology and infrastructure to support it are available, (ie: teleconference phone, video conferencing). Except in emergency situations, such requests must be made to the chair or secretary of the Board at least forty-eight hours before the commencement of said meeting.
- 3.2 The following persons must be physically present in the Board meeting room for any meeting of the Board or committee of the whole:
- the chair of the Board, ~~vice-chair of the Board~~, chair of the committee, ~~vice-chair of the committee~~ or designate;
 - at least one additional member of the Board; and
 - the director of education or designate.
- 3.3 The following persons must be physically present in the committee meeting room for any meeting of the Board's committees, except for a committee of the whole:
- the chair of the committee, ~~vice-chair of the committee~~ or designate; and
 - the director of education or designate.
- 3.4 The chair of the Board or committee or designate will conduct the electronic meeting as if it were a regular meeting of the Board.
- 3.5 A Board member who participates in a meeting by electronic means ~~is considered to be virtually~~ ~~shall be deemed to be~~ present at the meeting and will be recorded in the attendance for the meeting. ~~However; U~~nder section 228 of the *Education Act*, Board members must not absent themselves without being authorized by resolution entered in the minutes from three consecutive

regular meetings of the Board. Also, in spite of participation by electronic means, section 229 of the *Education Act* requires a physical presence in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months.

- 3.6 The electronic means used for these meetings shall permit the member(s) to hear and be heard by all other participants in the meeting.
- 3.7 Student trustees who are participating through electronic means shall not participate in any part of the Committee of the Whole Board or closed session at Committee level dealing with the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian.
- 3.8 The electronic means shall be provided in a way that ensures compliance with the rules governing conflict of interest of Board members.
- 3.9 The chair of the Board or secretary of the Board shall have authority to refuse to provide a Board member or student trustee with electronic means of participation in a meeting of the Board where it is deemed impossible to ensure compliance with subsections 3.7 or 3.8 above, or where the technology and infrastructure to support it are not available.
- 3.10 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public. Such participation shall be in accordance with Policy No. 3-A Delegations and Presentations. The extent and manner of public participation shall be determined by the Board chair or designate based on the electronic means available.
- 3.11 The Board shall ensure that the Board meeting room is open to permit physical attendance by members of the public at every meeting of the Board except a meeting closed to the public.

Legal References:

- *Education Act, section 208.1 Electronic Meetings*
- Ontario Regulation 463/97 Electronic Meetings

Board References:

BOARD OPERATIONS

POLICY NO. 3-E	
Adopted	October 23, 2006
Last Revised	November, 201 2 4
Review Date	November, 201 5 7

TRUSTEE HONORARIA

1. OBJECTIVE

Hastings and Prince Edward District School Board recognizes the importance and value of providing fair levels of honoraria for Board members as set out in Ontario Regulation 357/06 Honoraria for Board Members.

2. DEFINITIONS

Year of term of office—A year of a member's term of office begins on December 1 and ends on the following November 30, as described in the *Education Act*.

ADE—The Board's average daily enrolment as calculated in the regulation issued under Section 234 of the *Education Act*.

3. PROCEDURE

Components of Honorarium

The honorarium for a member of the Board, in respect of any year of his or her term of office, shall consist of the following components.

3.1 Base Amount

For each member of the Board, for each year of the term of office beginning on December 1, ~~2006~~2010, the base amount paid shall be five thousand nine hundred dollars (\$5,900.00).

For each year of a term of office beginning after December 1, ~~2006~~2018, the amount calculated for the first year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between:

- a) July 1 of the calendar year in which the previous term of office started; and
- b) June 30 of the calendar year in which the term of office starts.

The amount paid to the chair shall be the base amount above plus five thousand dollars (\$5,000.00).

The amount paid to the vice-chair shall be the base amount above plus two thousand five hundred dollars (\$2,500.00).

Subject to any change in the legislation.

3.2 Enrolment Amount

For each member of the Board, the enrolment amount paid shall be one hundred percent (100%) of the calculation described in Ontario Regulation 357/06. The calculation will reflect the ADE for each fiscal year of the term of office.

The amount paid to the chair shall be the enrolment amount above plus the sum of the ADE multiplied by five cents (\$0.05) with a minimum of five hundred dollars (\$500.00) and a maximum of five thousand dollars (\$5,000).

The amount paid to the vice-chair shall be the enrolment amount above plus the sum of the ADE multiplied by two and one-half cents (\$0.025) with a minimum of two hundred fifty dollars (\$250.00) and a maximum of two thousand five hundred dollars (\$2,500.00).

Subject to any change in the legislation.

3.3 Attendance Amounts

A trustee, chair or vice-chair who is a member of the Accessibility Committee, Audit Committee, Parent Involvement Committee, Special Education Advisory Committee (SEAC) or Supervised Alternative Learning Committee (SAL) shall receive fifty dollars (\$50.00) for each meeting of those committees that he or she attends. Subject to any change in the legislation.

3.4 Distance Amount

The distance component of the honorarium does not apply to Hastings and Prince Edward District School Board.

Legal References:

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

BOARD OPERATIONS

POLICY NO. 3-H	
Adopted	May 26, 2008
Last Reviewed	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

FILLING VACANCIES ON THE BOARD

1. OBJECTIVE

This policy establishes the process by which the Board shall fill a vacancy on the Board when a Board member (trustee) resigns, becomes ineligible or otherwise creates a vacancy on the Board during the term of the Board.

2. BACKGROUND

2.1 The *Education Act*, section 221 allows a Board to fill a trustee vacancy in one of two ways:

- 2.1.1 require the municipality to hold a by-election; or
- 2.1.2 appoint a qualified person to the position.

2.2 A by-election may not be held after March 31 in a municipal election year (i.e., within the last eight months of a Board's four-year mandate). All costs of a by-election are borne by the Board, in accordance with the *Municipal Elections Act*, subsection 7 (3).

2.3 The method of appointment is not specified in the *Education Act*.

3. PROCEDURE FOR BOARD DECISION

3.1 By-Election

If the Board chooses to fill a trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality to provide to the Board information regarding the implications of holding a by-election, including previous election results and estimated costs

3.2 Appointment Process

3.2.1 If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 90 days after the office becomes vacant.

3.2.2 The *Education Act*, subsection 219 (1) specifies the qualifications necessary to be elected as a member of a Board—and, presumably, to be appointed to a Board. A person must be:

- a) qualified to vote for members of the Board; and
- b) a resident in the area of jurisdiction of the Board.

Disqualifications are outlined in subsections 219 (4) and (7) of the *Education Act*. Subsection 219 (5) states that an employee of a district school board or the clerk, treasurer, deputy clerk or deputy treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the

Board, who would otherwise be ineligible to become a Board member, may become eligible by taking an unpaid leave of absence.

- 3.2.3 The Board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election, providing that there was such a candidate, and the candidate secures the number of votes sufficient to secure return of deposit, remains a qualified person and is willing to serve.

OR

- 3.2.4 If the Board chooses to offer the position to a broader range of electors, the following actions shall occur:

- a) The vacancy shall be advertised ~~in the~~ through current board processes which may include newspaper, websites, local media or social media.
- b) Persons interested in the position shall be required to submit an application in writing to the secretary of the Board.
- c) Applicants will be required to provide the following information:
 - why they are interested in the position;
 - their background, qualifications, interests, experience;
 - concerns regarding the position; and
 - other information that they think is pertinent.

- 3.2.5 Any person expressing interest in applying for the position shall be offered a package of information to be picked up from the secretary of the Board containing:

- a) information with respect to the Board;
- b) the schedule of Board and committee meetings; and
- c) committee membership lists.

- 3.2.6 If filling the position by appointment, the Board shall conduct an interview process.

3.3 Interview Process

- 3.3.1 Only candidates who have submitted written applications as described in paragraph 3.2.4 (c) by the deadline date may be shortlisted for interview, with preference to individuals from the representative area.

- 3.3.2 Interviews shall be conducted on Board premises, which may be a school or the Education Centre.

- 3.3.3 The secretary of the Board shall ask trustees to indicate their intention about their attendance and participation in the interviews.

- 3.3.4 Trustees participating shall constitute an *ad hoc* selection committee.

- 3.3.5 Committee membership shall be a minimum of three trustees.

- 3.3.6 The selection committee shall select its chair from among its members.

3.4 The Committee Decision

Board Operations

- 3.4.1 Only trustees who have participated in all interviews shall vote on the committee recommendation.
- 3.4.2 The committee shall make its recommendation to the Board at the next meeting of the Board.
- 3.4.3 The secretary of the Board shall be the resource support to the selection committee.
- 3.4.4 The selection committee shall establish its operating practices but these shall include a common set of questions for all applicants.
- 3.4.5 The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next Board meeting following the appointment, if the appointment occurs within the 90 day time period.
- 3.4.6 If a regular meeting of the Board will not be held until a time beyond 90 days after the trustee vacancy occurred, the secretary of the Board will provide an appropriate opportunity for the swearing in of the appointed candidate.

Legal References:

- *The Municipal Elections Act*
- *The Education Act, Part VII Board Members—Qualifications, Resignations and Vacancies*

Board References:

Board Policy Handbook

BOARD OPERATIONS

POLICY NO. 3-J	
Adopted	May 26, 2008
Last Reviewed	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

BOARD REVIEW / SELF- EVALUATION

1. OBJECTIVE

Hastings and Prince Edward District School Board endeavours to conduct a review/self-evaluation process twice per term to enhance its performance and to complement the Board's review of the performance of the director of education.

2. PROCEDURE

2.1 The principles upon which the Board review/self-evaluation is based are as follows:

- (a) A learning organization is focused on the improvement of practice.
- (b) A pre-determined process for evaluation strengthens the governance function and builds credibility for the Board.
- (c) An evidence-based approach provides objectivity

2.2 The components of the Board review/self-evaluation are:

- (a) review of role of Board;
- (b) review of Board support for the Achievement in Motion system plan;
- (c) monitoring of interpersonal and intra-personal working relationships;
- (d) monitoring of Board representation and communication;
- (e) monitoring relations between the Board and director of education;
- (f) review of Board governance policies; and
- (g) monitoring effective stewardship of the Board's fiscal responsibility

2.3 The board review/self-evaluation is intended to answer such questions as the following:

- (a) How well have we fulfilled our roles in relation to our mission and goals, job description, Code of Conduct and other governance policies?
- (b) How well have we adhered to our Achievement in Motion annual system plan?
- (c) How do we rate our interpersonal working relationships?
- (d) How well do we receive input and communicate?
- (e) How would we rate our Board/director relations?
- (f) What have we accomplished this past year? How do we know?
- (g) How have we effectively managed Board resources?

3. EVALUATION GUIDE

3.1 The Board will use a variety of evaluation tools and activities. The Board will determine in advance of the review/self evaluation:

- (a) what information will be collected;
- (b) how it will be collected and by whom;
- (c) who will have access to the information;
- (d) how it will be analyzed and compiled;

Board Operations

- (e) when and how it will be discussed and whether a facilitator will be asked to assist in the discussions;
- (f) how reporting and feedback will occur;
- (g) how assessment results will be acted upon; and
- (h) how recommendations related to approved changes will be monitored.

3.3 Collection of information to inform the review may include:

- (a) a review of Board motions
- (b) the reflective evaluation process provided in Form F003-2 Board Review
- (c) surveys of Board, district and community members
- (d) focus groups with community members and other stakeholders;
- (e) interviews with Board members and the director of education
- (f) use of an outside facilitator/consultant

Board References:

- *Board Policy Handbook*
- *The Achievement in Motion System Plan*
- *Form F003-2 Board Review*

Resources:

- *Good Governance for School Boards: Trustee Development Program. Module 5b "Board Self-Assessment: Governance Performance".*
- *Ontario Education Services Corporation (OESC) offers facilitator/consultant assistance to work with a Board to complete a comprehensive Governance Review (Audit) of all or selected Board governance functions*

FORM F003-2	
<u>Adopted</u>	<u>October 23, 2006</u>
<u>Last Revised</u>	<u>October, 2014</u>
<u>Review Date</u>	<u>October, 2017</u>

DATE: _____

Formatted

BOARD REVIEW

Stages of Implementation				
Indicators of Effective Practice	Pre-Initiation Stage	Initiation Stage	Developing Stage	Sustaining Stage
Board members have not yet begun to demonstrate this indicator of effective practice.	The indicator is demonstrated by some board members, but is not regularly demonstrated by the board as a whole.	All board members consistently demonstrate this indicator of effective practice.	The use of this indicator is deeply embedded in the board's culture. It is so internalized that it can survive changes in personnel.	
Board members recognize that authority is vested in the full board. They do not attempt to exercise individual authority.				
Board members deliberate in a spirit of harmony and co-operation in spite of differences of opinion.				
Board members represent everyone the board serves, not a particular interest group or geographic area.				
Board members deal appropriately with sensitive issues and respect the confidentiality of closed session discussions.				

FORM F003-2

Adopted	<u>October 23, 2006</u>
Last Revised	<u>October, 2014</u>
Review Date	<u>October, 2017</u>

Stages of Implementation				
Indicators of Effective Practice	Pre-Initiation Stage	Initiation Stage	Developing Stage	Sustaining Stage
		Board members have not yet begun to demonstrate this indicator of effective practice.	The indicator is demonstrated by some board members, but is not regularly demonstrated by the board as a whole.	All board members consistently demonstrate this indicator of effective practice.
Board members avoid criticism of fellow board members, the board or the staff, in or out of the board room.				
Board members do not exert influence on any decision in which they have a personal financial interest.				
Board members respect and uphold the majority decisions of the board.				
Board members maintain the integrity of their position and of the board when interacting with the public about board decisions.				

1. Board members first complete the activity independently, identifying the level of implementation they think the board has attained for each indicator and listing evidence to support this choice.
2. The Board reflects on different perceptions, tries to reach consensus, and suggests goals for future development.
3. The indicators will change over time to address different Board goals.



Hastings and Prince Edward District School Board

BOARD POLICY NO. 5

Adopted	May 26, 2008
Last Revised	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

DIRECTOR OF EDUCATION JOB DESCRIPTION

The Director of Education is the Chief Education Officer, the Chief Executive Officer and the Secretary of the Board of Hastings and Prince Edward District School Board. The Director reports directly to, and is accountable to the Corporate Board. The Director is accountable, through Statute, to the Minister of Education for the organization and operation of the district. All Board authority delegated to staff is delegated through the Director of Education.

AREAS OF RESPONSIBILITY

1. STUDENT ACHIEVEMENT AND WELL-BEING

- 1.1 Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- 1.2 Takes the necessary steps to provide for the safety, well-being and student achievement of students while participating in school programs or while being transported to or from school programs on transportation provided by Hastings and Prince Edward District School Board.
- 1.3 Takes the necessary steps to provide facilities to accommodate Hastings and Prince Edward District School Board students.
- 1.4 Acts as, or designates, the local attendance counsellor for the district.

2. LEADERSHIP

- 2.1 Provides advice and leadership to Hastings and Prince Edward District School Board in setting goals for student achievement and well-being, and in promoting the goals of the Board's goal of success for each student multi-year system plan.
- 2.1 Provides leadership in all matters relating to education in the district.
- 2.2 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.3 Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.
- 2.4 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.5 Develops and maintains positive and effective relations with schools and district departments..
- 2.6 Provides leadership in the planning, development, implementation, review and evaluation of Board policies.
- 2.7 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures
- 2.8 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely

3 FISCAL RESPONSIBILITY

- 3.1 Ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- 3.2 Ensures that the fiscal management of the district is in alignment with the Board's multi-year system plan.
- 3.3 Serves as a director on The Hastings and Prince Edward Learning Foundation.

4 ORGANIZATIONAL MANAGEMENT

- 4.1 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial, Board and all other government mandates and timelines.
- 4.2 Reports to the Minister of Education with respect to matters identified in and required by the *Education Act* and Regulations.
- 4.3 Brings to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act*, other legislation or any policy, guideline or regulation made under the *Act*, ~~and if~~ the Board does not respond in a satisfactory manner to an act or omission brought to its attention, the Director of Education advises the Deputy Minister of the Ministry of the act or omission.

5 PLANNING

- 5.1 Provides leadership for the development of the Board's multi-year plan and annual review of the multi-year plan.
- 5.2 Ensures that the multi-year plan establishes Board priorities and identifies specific measures and resources that will be applied in achieving those priorities, specifically with regard to the Board's responsibility for student achievement and well-being.
- 5.3 Ensures appropriate involvement of the Board (approval of process and timelines, establishment of Board priorities and outcomes, key results and final Board approval).
- 5.4 Reports regularly on implementation and results achieved in relation to the Board's multi-year plan and district improvement plans.
- 5.5 Makes succession plans to ensure strong future leadership for Hastings and Prince Edward District School Board.

6 PERSONNEL MANAGEMENT

- 6.1 Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each employee.
- 6.2 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy, legislation or collective agreements.
- 6.3 Ensures effective processes are in place for the selection, supervision, development and performance review of all staff.
- 6.4 Ensures effective processes are in place for capacity building and succession planning.
- 6.5 Ensures compliance with human rights and labour relations legislation.
- 6.6 Makes every effort to identify and remove discriminatory biases and systemic barriers that would limit the opportunities for individuals from diverse communities for employment, mentoring, promotion, and succession planning in all board and school positions.

7 DIRECTOR/BOARD RELATIONS

- 7.1 Establishes and maintains positive working relations with the Board.
- 7.2 Supports the Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
- 7.3 Communicates effectively with the Board and individual trustees.

8 BOARD COMMUNICATIONS AND COMMUNITY RELATIONS

- 8.1 Establishes effective communication strategies to keep the district informed of key monitoring reports; student, volunteer and staff successes; local issues and Board decisions.
- 8.2 Ensures open, transparent and positive internal and external communications.
- 8.3 Ensures that School Councils have the opportunity to provide appropriate advice and support as required in the regulations and/or Board policy.
- 8.4 Participates in community affairs in order to enhance and support the district and promote public education.
- 8.5 Provides a director's annual report to the Board and to the Minister on action taken during the previous year, as required by legislation

9 STUDENT, STAFF AND DISTRICT RECOGNITION/PUBLIC RELATIONS

- 9.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

Legal References:

Education Act, section 283 Chief Executive Officer; section 286 Duties of Supervisory Officers

Board References:

- Board Policy Handbook
- Administrative Procedures Manual
- ~~Achievement in Motion System Plan~~ [Board Multi-Year System Plan](#)



Hastings and Prince Edward District School Board

BOARD POLICY NO. 6	
Adopted	May 26, 2008
Last Revised	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

DELEGATION OF AUTHORITY

1. PURPOSE

The purpose of this policy is to define how the Board delegates responsibility, reserves its authority and implements new legislation. Hastings and Prince Edward District School Board is allowed by Ontario legislation to delegate certain of its responsibilities and powers to others. This policy delegates authority to enable the director of education to provide leadership as the chief education officer and chief executive officer of the district.

2. POLICY

Hastings and Prince Edward District School Board delegates to the director of education the right to do any act or thing or exercise any power that the Board may or is required to do or exercise except those matters, which in accordance with the legislation, cannot be delegated.

The Board also reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies.

Further, the Board requires that any new provincial legislation or major initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

As an example of delegation of authority within executive limitations, the director of education is authorized to appoint staff within the staff complements and salary ranges approved in collective agreements and the annual Board budget.

3. PROCEDURES

Hastings and Prince Edward District School Board delegates to the director of education the authority to develop administrative procedures in the following major categories:

3.1 GENERAL ADMINISTRATION

The general administration procedures deal with system planning, matters that affect the whole district, issues that affect both students and staff members, and community involvement.

3.2 EDUCATIONAL PROGRAMS AND MATERIALS

These procedures describe school organization, the curriculum, instructional strategies, and curriculum resources.

3.3 STUDENTS

Procedures in this section deal with all student matters. Some examples are school attendance, student welfare and safety, supervision, emergency plans, discipline, student evaluation, reporting to parents, and awards.

Delegation of Authority

3.4 PERSONNEL AND STAFF RELATIONS

These procedures deal with any matters related to staff members or volunteers. Procedures describe such issues, but not limited to, hiring of staff, staff records, health and safety, benefits and assistance, professional development, performance appraisal, professional misconduct, and recognition.

3.5 BUSINESS ADMINISTRATION

Business administration procedures relate to budgeting, purchasing, audits, the management and maintenance of all district facilities and property, and student transportation.

3.6 OTHER CATEGORIES

The Board specifically delegates to the director of education the authority to develop administrative procedures that are consistent with provincial legislation, ~~for the following, but not limited to:~~

- ~~Anti-racism and ethnocultural equity~~
- ~~Autism Spectrum~~
- ~~Behaviour, discipline and safety~~
- ~~Bullying Prevention~~
- ~~Code of conduct~~
- ~~Suspensions and expulsions~~
- ~~Criminal background checks~~
- ~~School Councils~~
- ~~Violence prevention in schools~~
- ~~Police and school board protocol~~
- ~~Progressive Discipline~~
- ~~Safe arrivals~~
- ~~Duty to report child abuse, neglect~~
- ~~Student records~~
- ~~Teacher performance appraisal~~
- ~~Principal Performance Appraisal~~
- ~~Student Enrolment/Student Capacity~~
- ~~Eligible investments~~
- ~~Opening exercises~~
- ~~Textbooks~~
- ~~Advertising and fund-raising in schools~~
- ~~School Food and Beverage Requirements~~
- ~~Freedom of information records management~~
- ~~Protection of privacy~~
- ~~Occupational health and safety~~
- ~~Bloodborne pathogens~~
- ~~Prior learning assessment and recognition~~
- ~~Pay equity plan~~
- ~~Access disability plan~~
- ~~Anaphylactic reactions~~

Delegation of Authority

Legal References:

- *Education Act and Regulations*
- *Policy/Program Memoranda*
- *Education Quality and Accountability Office Act*
- *Ontario College of Teachers Act*
- *Child and Family Services Act*
- *Employment Standards Act*
- *Labour Relations Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Occupational Health and Safety Act*
- *Ontarians with Disabilities Act; Pay Equity Act*

Board References:

- Board Policy Handbook
- Board Policy No. 2, Section 2.2 – Signing Authority
- Administrative Procedures Manual
- ~~Achievement in Motion System Plan~~ [Board Multi-Year System Plan](#)



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 8	
Adopted	May 26, 2008
Last Revised	November <u>October</u> , 201 <u>24</u>
Review Date	November <u>October</u> , 201 <u>57</u>

BOARD MEMBERS' CODE OF CONDUCT

1. PURPOSE

The Board has developed this policy to set out Board expectations for ethical and businesslike conduct. The Board expects its members to maintain the integrity of the Board and the position of the trustee when representing the district through the democratic process while modeling Growing with Character attributes.

2. CODE OF CONDUCT

- 2.1 Board members will demonstrate commitment to public education and loyalty to Hastings and Prince Edward District School Board.
- 2.2 Board members will work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
- 2.3 Trustees will at all times act with proper decorum and be respectful of other trustees and members of staff, as well as the public.
- 2.4 Board members will represent everyone Hastings and Prince Edward District School Board serves, not only a particular interest group or geographic area.
- 2.5 Board members will declare any financial conflict of interest between their personal and/or business interests and their position on the Board. A trustee will not participate in or exert influence on any decision in which the trustee has any direct or indirect financial interest.
- 2.6 Trustees will maintain the confidentiality of privileged information discussed in closed meetings or provided in correspondence and reports.
- 2.7 Board members will remember at all times that authority over the organization is vested only in the full Board when it meets in legal session. Trustees will not attempt to exercise individual authority.
- 2.8 Trustees will support the Board's governance structure by recognizing that the Board's official connection to the district organization is through the director of education and that authority over the director is only through the corporate Board.
- 2.9 The Board will evaluate the performance of the director of education against explicit Board policies by the official process and will not make comments about the performance of the director on any other basis.

Board Members' Code of Conduct

- 2.10 Board members will use discretion when making public statements in order to avoid giving the impression that such statements reflect the corporate opinion of the Board when they do not. Board members will recognize that the chair of the Board and the director of education are the Board's primary spokespersons in all situations where a system level comment or response is required.
- 2.11 Trustees will abide by the majority decisions of the Board and recognize that they are legally bound by them. Although they may not agree with a decision, trustees should be able to explain the rationale for the decision and ensure that it is understood, implemented and monitored. Board members may say that they are opposed to a decision, but are expected to do so respectfully, without making disparaging remarks or speculating on the motives of other Board members.

3. PROCEDURES FOR BREACH OF THE CODE OF CONDUCT

3.1 Consequences Applied by the Chair

3.1.1 The chair of the Board has the authority to investigate allegations of breaches of the Code of Conduct and shall, where appropriate, consult with the vice-chair regarding the course of action. Where the alleged breach of conduct has been committed by the chair of the Board, the Board shall empower the vice-chair or designate to perform the responsibilities of the chair.

3.1.2 The chair, vice-chair or designate has the authority to invoke these consequences:

- a) a verbal warning; and/or
- b) a letter outlining the breach or concern.

3.1.3 If the chair is of concern to the Board, then the Board through a motion shall temporarily assign the vice-chair or designate to carry out duties outlined in section 3.

3.1.4 A Board member upon whom the chair has applied one of these consequences may appeal to the Board at the next meeting of the committee of the whole Board in closed session. The decision of the Board is final.

3.2 Consequences Applied by Board Resolution

3.2.1 More serious consequences for breach of the Code may be imposed by Board resolution.

3.2.2 Any member who resists the rules of the Board, disobeys the decision of the chair or the Board on points of order, or makes any disorderly noise or disturbance, may by resolution of the Board be ordered to leave for all or part of the remainder of the meeting. Such removal is to be recorded in the minutes of the meeting.

3.2.3 The Board may, by special motion duly passed either in an open session or a committee of the whole Board in closed session, censure a trustee for breach of the governance by-laws, Board policy and/or relevant legislation.

3.2.4 The Board may, by special motion duly passed, and simple majority vote, declare the office of the chair and/or vice-chair to be vacant, effective as of the date of passage of the resolution, where such person:

- a) becomes disqualified as a trustee;
- b) deliberately breaches any relevant legislation or Board policy; and/or
- c) acts in such a manner as to lose the confidence of the Board.

Board Members' Code of Conduct

- 3.2.5 If such a motion is passed, the Board shall, at the same meeting, elect a new chair and/or vice-chair following the election process set out in [Article VII: Meetings of the Board](#), subsection 2.5 of Board Policy No. 2 Governance By-Laws and Standing Rules.
- 3.2.6 The Board may, by special motion duly passed, remove a trustee from a Board committee. If such resolution is passed, the Board shall, at the same meeting, elect a new trustee to fill the vacancy on that committee.
- 3.2.7 The Board may, by special motion duly passed, resolve to pursue available legal avenues if a trustee fails to comply with the duty of confidentiality in ways that impact negatively on the district.
- 3.2.8 The topic to be decided by special motion must appear on the distributed agenda for the meeting, or all trustees must have been advised within 48 hours of the commencement of the meeting of the request to add the item to the agenda. If the special motion is not part of the distributed agenda, the matter will be discussed at the meeting only if the additional agenda item is approved by a two thirds majority of those Board members present.
- 3.2.9 The Board will respect the trustee's right to due process, including appropriate notice of the complaint; information about the specifics of the allegations; and the right to make a presentation before the Board. A trustee facing consequences under the Code of Conduct will be afforded one legal consultation, upon written request, with a Board approved legal firm. If further legal counsel is required, it is subject to approval by the director of education.
- 3.2.10 *Ontario Regulation 462/97 First Nations Representation on Boards* provides that appointed First Nation Trustees are deemed to be elected members of the Board and therefore, the trustee code of conduct and the enforcement provisions apply equally to First Nation Trustees. Hastings and Prince Edward District School Board has regard for the fact that the Regulation expressly provides that First Nation Trustees represent the interests of the First Nation students of our board and will take this into consideration when imposing any sanction for a breach of the Code of Conduct by the First Nation's Trustee.
- 3.2.11 The decision of the Board following the presentation is final.

Legal References:

- *Education Act, sections 169.1, 170-171 Duties and Powers of Boards; sections 218.1-218.3 Duties of Board Members – Code of conduct; subsection 207 (2) Closing of Meetings; section 209 Board Member Declaration; section 228 Seat Vacated by Conviction, Absence, etc.*
- *Ontario Regulation 462/97 First Nations Representation on Boards*
- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- Program/Policy Memorandum No. 128
- The Provincial Code of Conduct and School Board Codes of Conduct

Board References:

- Policy No. 1 - Board Mission and Goals
- Policy No. 2 - Governance By-Laws and Standing Rules
- Policy No. 3 - Board Operations
- Policy No. 4 - Corporate Board Job Description
- Policy No. 5 - Director of Education Job Description
- Policy No. 6 - Delegation of Authority
- Policy No. 9 - Role of the Board Member



Hastings and Prince Edward District School Board

BOARD POLICY NO. 9	
Adopted	May 26, 2008
Last Revised	April 23, 2012 <u>October, 2014</u>
Review Date	April, 2015 <u>October, 2017</u>

ROLE OF THE BOARD MEMBER

1. PURPOSE

This policy describes the role of Board members as they contribute to the achievement of the Hastings and Prince Edward District School Board's mission, goals and system plan.

2. DEFINITIONS

~~Board Member~~—A Board member is commonly referred to as trustee and is the elected/appointed representative for a defined area. A trustee member is one member of a board of ten members who are collectively charged with governing the Hastings and Prince Edward District School Board according to the responsibilities described in Board Policy No. 4 Corporate Board Job Description.

Trustee—an elected member of the Board.

Student Trustee—Up to two student trustees will be elected each year from the student senate to represent the interests of students on the Board. The student trustees are not members of the Board, but have responsibilities and entitlements as provided for in the Education Act.

3. ACCOUNTABILITY

3.1 The declaration of office made by each Board member when he or she assumes office binds that person to work faithfully in the cause of education.

3.2 A trustee's Board member's primary task is to act as a member of a corporate Board and serve the community as an elected/appointed representative. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board.

3.3 Each Board member has a duty to support the corporate Board in providing accountability for the educational, financial and operational performance of the school system. All trustees Board members are responsible for the Board's mandate as described in Board Policy No. 4 Corporate Board Job Description.

3.4 The decisions of the Board of trustees in a properly constituted meeting are those of the corporation. A Board member who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out specific duties, but only as an agent of the Board. In such cases, the actions of the trustee Board member are those of the Board, which is then responsible for them. A Board member acting individually has only the authority and status of any other citizen of the district.

Role of the Board Member

4. COMMUNITY REPRESENTATION

- 4.1 Board members bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic. This diversity contributes to good decision-making. It also helps Board members provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.
- 4.2 Board members provide information about the local community's history, traditions and experiences when such information will be helpful for the context of decision-making by the Board or the director of education.
- 4.3 ~~Trustees-Board members~~ bring to the attention of the Board or director any community issues that may affect the Board, and interpret the needs of the community to the Board.
- 4.4 ~~Trustees-Board members~~ support the Board's responsibility to consult with parents and the community about the Board's multi-year system plan and report to stakeholders about progress in implementing the system plan.

5. DECISION MAKING

- 5.1 Board members are responsible for staying informed about developments in education. They have a responsibility to learn about the school system and the many issues that face publicly funded education.
- 5.2 ~~Trustees-Board members~~ also need to be familiar with Hastings and Prince Edward District School Board policies, meeting agendas and reports in order to participate effectively in Board business.
- 5.3 ~~Trustees-Board members~~ actively participate in and contribute to the decisions of the Board in order to provide the best solutions possible for the education of students in Hastings and Prince Edward District School Board.

6. COMMUNICATION

- 6.1 Board members serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective, regular two-way communication will enhance a Board member's ability to represent constituents and help to build understanding and consensus in the community.
- 6.2 Hastings and Prince Edward District School Board strives to maintain open and fair communication with parents, guardians and members of the school community. ~~In so doing, the Board endorses and follows a fair and consistent process for the handling of issues and concerns.~~
- 6.3 ~~Trustees-Board members~~ refer governance issues and problems that are not covered by Board policy to the corporate Board for discussion and determination of decision-making authority.
- 6.4 Board members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred. If a parent calls with a concern about a student, the Board member will advise the parent to discuss the issue with the teacher or the staff member most directly involved.
- 6.56.4.1 ~~6.56.4.1~~ Depending upon the seriousness of the issue, the Board member may also inform the director of education or the appropriate superintendent immediately.

Role of the Board Member

- 6.66.4.2** The Board member will leave the investigation and solution of the matter in the hands of the professional staff. The appropriate administrator will ensure that the issue is investigated and resolved. Staff will advise the Board member when the issue has been resolved.
- 6.76.4.3** If an employee or a group of employees is named in a complaint, the employee or group of employees will be provided with written notice of the details of the complaint and will be given an opportunity to respond to the complaint.
- 6.86.5** In cases where the concern or complaint cannot be resolved by administration or is related to Board policy, the director may refer the issue to a Board committee to be heard in open or closed session as appropriate to the circumstances.
- 6.96.6** If the concern is related to a governance issue, Board Policy No. 3 Board Operations provides an opportunity for a delegation to make a request or influence a decision. In accordance with the terms of Policy No. 3, a person or group that is officially elected or appointed to represent another or others may address the Board or committee of the Board.

7. ADVOCACY AND LEADERSHIP

- 7.1 ~~Trustees-Board members~~ act as education advocates at various levels. At the local level, trustees work on behalf of the community and must consider the unique needs of that community when deciding what position to take on an issue. They encourage constituents to participate in the school system. This involves familiarizing people with the avenues for involvement, such as school council, the parent involvement committee or volunteer work. It also involves informing people about the procedures for bringing their views before the Board through public or written submissions.
- 7.2 The ~~trustee's-Board member's~~ role as an education advocate often extends beyond the boundaries of the district school Board. ~~Trustees-Board members~~ are education advocates across the province and with the provincial government. Board Policy No. 12 Board Representatives on External Committees describes one aspect of this advocacy role at the provincial level.
- 7.3 ~~Trustees-Board members~~ participate in Board and ~~trustee-Board member~~ development so that the quality of leadership and service in Hastings and Prince Edward District School Board will be enhanced.

Legal References:

Education Act, sections 169.1, 170-171 Duties and Powers of Boards; section 209 Trustee Declaration; Part VIII Compliance with Board Obligations; Part IX Finance

Board References:

Board Policy Handbook
Policy No. 2 By-Laws: Article VI
 Policy No. 4 Corporate Board Job Description

Resources:

Role of the Board Member

The Road Ahead: A Report on the Role of School Boards and Trustees. The Education Improvement Commission. 1997

Educating Together: A Handbook for Trustees, School Boards and Communities. Ontario Public School Board's Association. 2003

Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities



Hastings and Prince Edward District School Board

BOARD POLICY NO. 10	
Adopted	May 26, 2008
Last Revised	April 23, 2012 October, 2014
Review Date	April, 2015 October, 2017

DUTIES OF THE BOARD CHAIR AND VICE-CHAIR

1. PURPOSE

This policy has been developed to set out the duties of the chair of the Board and Vice-chair.

The chair of Hastings and Prince Edward District School Board safeguards the integrity of the Board's processes and represents the corporate Board to the broader community. The chair ensures that each member of the Board has a full and fair opportunity to be heard and understood by the other ~~trustees~~ members in order that collective opinion can be developed and a corporate decision reached. The Board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the chair.

2. DEFINITIONS

Ex-officio—To be an “*ex-officio*” member of a committee means to be a voting member when in attendance, but not to be counted in determining quorum in committees where he/she is not a member. .

DUTIES OF THE BOARD CHAIR

3. DUTIES

The chair of the Board shall:

- 3.1 be an officer of the corporation;
- 3.2 be *ex-officio* a member of all committees of the Board, unless membership is determined by statute or collective agreement;
- 3.3 in consultation with the director of education, prepare and approve the agenda for all regular, special or extraordinary meetings of the Board;
- 3.4 call the meetings of the Board to order, having established that a quorum is present, and preside at the meetings;
- 3.5 be a member of the Executive Committee;
- 3.6 set meeting dates and preside at each meeting of the Budget Committee;
- 3.7 be a signing officer of the Board and sign such corporate documents as require the signature of the chair
- 3.8 be the official spokesperson for the Board on matters which reflect the will of the Board through resolution and in situations where a system level comment or response is required and;
- 3.9 in consultation with the Senior Business Official, review and approve expense reimbursement claims of the Director of Education and other Board members.

4. PROCEDURES

- 4.1 Reviewing the Agenda

Duties of the Board Chair and Vice-Chair

- 4.1.1 The chair shall ensure that the content of the Board meeting agenda relates only to those issues which, according to Board policy, clearly belong to the Board to decide and have not been delegated to the director of education.
- 4.2 Preserving an Orderly Process
 - 4.2.1 The chair shall ensure that all meetings of the Board are conducted in accordance with the *Education Act*, Board Policy No. 2 Governance By-Laws and Standing Rules and Board Policy No. 3 Board Operations, and with reference to Robert's Rules of Order Newly Revised.
 - 4.2.2 The chair shall announce the order of business of the Board and state and put all motions to vote which come before the Board.
 - 4.2.3 The chair may vote with the other members of the Board upon all motions, and any motion on which there is an equality of votes, with the chair voting, is lost.
 - 4.2.4 The chair shall preserve order and decorum and decide all points of order or questions of privilege. The chair may rule any matter out of order, giving the reason for the ruling. The ruling of the chair shall be final, subject only to an appeal to the Board without debate. In the case of a tie vote, with the chair voting, in an appeal to the Board of the chair's ruling, the tie vote sustains the chair.
 - 4.2.5 The chair shall declare the results of all votes on all matters before the Board.
- 4.3 Acting as a Facilitator
 - 4.3.1 The chair has a duty to ensure that all Board members have an equal opportunity to express their views.
 - 4.3.2 The chair may draw to the attention of the Board, without leaving the chair, any factors which may be crucial and relate to the pending question and which appear to have been overlooked by the Board. Such factors might be related legislation, Board policy or the history of the Board.
 - 4.3.3 In the event that the chair decides to take part in the debate, the chair shall call upon the vice-chair to take the chair. In the event that the vice-chair has already spoken or desires to speak to the pending matter, the chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
 - 4.3.4 With the unanimous consent of the Board, the chair may speak to the pending matter without vacating the chair.
 - 4.3.5 Normally, the chair of a committee shall be allowed to speak to pending matters during committee meetings without vacating the chair. The procedure described above for vacating the chair shall be used if any member of the committee objects to the chair taking an active part in any debate on a pending matter.
- 4.4 Expediting Business
 - 4.4.1 The chair is responsible for expediting the business of the Board in every way compatible with the rights of the members and for enforcing Board policy as necessary to ensure the orderly conduct of the Board's business.

Duties of the Board Chair and Vice-Chair

- 4.4.2 In order to ensure the expeditious use of the Board's time, the chair, subject to a member's right of appeal in accordance with Robert's Rules of Order, shall refuse to recognize motions which are obviously frivolous or dilatory.
- 4.4.3 The chair shall attempt to ensure that each member who wishes to be heard on a matter is heard, but, subject to a member's right of appeal in accordance with Robert's Rules of Order Newly Revised, when it is obvious that the debate is becoming repetitive, the chair shall indicate that the debate is closed and call the question.
- 4.5 Reviewing Minutes
 - 4.5.1 The chair of the Board shall be responsible for reviewing the minutes of the Board prior to publication.
- 4.6 Providing Board Leadership
 - 4.6.1 The chair may call a special meeting of the Board at any time.
 - 4.6.2 The chair, vice-chair or designate has the authority to issue a verbal or written warning if a Board member breaches the Board Code of Conduct. The chair may also ask the Board to consider a special motion to impose more serious consequences for breach of the Code as set out in Board Policy No. 8 Board Members' Code of Conduct.
 - 4.6.3 The chair shall be kept informed of significant developments within Hastings and Prince Edward District School Board and shall be in regular contact with the director of education to maintain a working knowledge of current issues and events.
 - 4.6.4 The chair shall ensure that the Board engages in regular review or self-evaluation of its effectiveness as a Board.

DUTIES OF THE BOARD VICE-CHAIR

5. RESPONSIBILITIES

The vice-chair is elected by the Board to share the leadership role of the chair. The vice-chair assists the chair in ensuring that the Board operates in accordance with its own policies. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the vice-chair.

6. DUTIES

The vice-chair of the Board shall:

- 6.1 be an officer of the corporation;
- 6.2 fulfill the duties of the chair when the chair is temporarily absent or otherwise unable to perform the duties of office;
- 6.3 preside at meetings of the closed session of Committee of the Whole Board;
- 6.4 be a member of the Executive Committee;
- 6.5 be one of the signing officers of the Board; and
- 6.6 act as liaison to the student senate and the student trustees.

7. PROCEDURES

- 7.1 The vice-chair shall assist in the development of the Board meeting agenda.

Duties of the Board Chair and Vice-Chair

7.2 The vice-chair may be assigned duties and responsibilities by the Board chair.

Legal References:

Education Act, sections 170-171 Duties and Powers of Boards; subsection 208 (7) Vice-chair; subsection 208 (12) Voting of the Chair; subsection 208 (13) Special Meetings Called by the Chair

Board References:

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 3 - Board Operations
- Board Policy No. 8 - Board Members' Code of Conduct
- Board Policy No. 9 - Role of the Board Member
- Form F002-1 - Parliamentary Procedure

Resources:

- Robert's Rules of Order, newly revised, 10th edition or most current edition
- *Educating Together: A Handbook for Trustees, School Boards and Communities*. Ontario Public School Boards' Association. 2003

AD HOC COMMITTEES

POLICY NO. 11- M	
Adopted	May 26, 2008
Last Revised	November, 2014 <u>October, 2014</u>
Review Date	November, 2014 <u>October, 2017</u>

AD HOC COMMITTEES

1. PURPOSE

The Board shall establish *ad hoc* committees as it deems appropriate from time to time, for one or more special purposes and with specific target dates for completion of specific tasks.

In each case the Board shall determine the composition, terms of reference, reporting relationships and expected date of completion of the mandate.

An *ad hoc* committee shall elect a chair using the process described in [Article VII: Meetings of the Board](#), subsection 2.5 of Board Policy No. 2 Governance By-Laws and Standing Rules.

The Board shall dissolve by motion an *ad hoc* committee when it has completed its ~~work~~task.

Legal References:

Education Act, Part VII Board Members; section 283 Chief Executive Officer; section 286 Duties of Supervisory Officers

Board References:

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 3 - Board Operations
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Board Policy No. 6 - Delegation of Authority
- Board Policy No. 16 - Selection of the Director
- ~~Achievement in Motion System Plan~~ [Board Multi-Year System Plan](#)



Hastings and Prince Edward District School Board

BOARD POLICY NO. 16	
Adopted	May 26, 2008
Last Revised	April 23, 2012 October, 2014
Review Date	April, 2015 October, 2017

SELECTION OF THE DIRECTOR

1. PURPOSE

Hastings and Prince Edward District School Board recognizes the importance of appointing a highly effective system leader to implement the work of the Board. When selecting a director of education, the Board shall seek a chief education officer/chief executive officer who will support success for all students, staff excellence, open communication and positive community relationships as the key goals of the organization, and foster a system of character as the foundation for these goals.

Hastings and Prince Edward District School Board shall select a candidate for the position of director of education who is expected to exhibit strong, responsive, dedicated and knowledgeable administrative leadership for the district.

2. PROCEDURE

The director of education's job description highlights a commitment to student learning and student ~~welfare~~ well-being. In order to fulfil expectations, the director must provide educational leadership and demonstrate fiscal responsibility; successful organizational and personnel management; and effective system planning. The director will provide system leadership, support policy governance, and develop and implement administrative procedures. The Board seeks a director who will establish positive working relations with the members of the Board, the staff, and community and effective communications with all stakeholders to promote and protect public education within the district and in Ontario.

Hastings and Prince Edward District School Board is committed to the establishment of selection procedures for the director's position which capture the complexity of the workplace and provide practical, multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful system leader.

3. DEFINITIONS

Consultant—Consultant means a support person who will act as a facilitator and advisor to the Board during the process of selection of a director. As determined by the Board, the consultant may be the outgoing director of education; the Ministry of Education district manager or designate; a local individual in whom the Board has confidence; a qualified external consultant; or a professional external recruitment firm with experience in hiring senior management.

4. PREPARATION AND SCREENING

4.1 Preparation for the Selection Process

When it is known that the position of director of education will become vacant, the following preparations shall be made for the selection process.

- 4.1.1 The Board may solicit as appropriate the support of a consultant to assist in the screening and selection process. The consultant may be asked to check the references and qualifications of applicants. Incumbent staff other than the outgoing director shall not check references and qualifications of applicants.
- 4.1.2 Unless the Board decides to appoint a particular internal candidate, the Board will establish an *ad hoc* Director's Selection Committee to short-list the candidates to be interviewed by the Board. The selection committee shall consist of at least five (5) members of the Board appointed to the committee and the consultant.
- 4.1.3 The consultant or selection committee (or designate) is responsible for the in-service training of the selection committee as required to ensure a consistent and fair process.
- 4.1.4 The selection committee shall decide on the most appropriate form of advertising for the position.
- 4.1.5 The consultant or selection committee (or designate) will prepare an advertisement including as many of the most desirable attributes aligned with Board Policy No. 5 Director of Education Job Description as is reasonable to place in the advertisement, as approved by the Director's Selection Committee.
- 4.1.6 The consultant or selection committee (or designate) will assume the responsibility for initiating the advertising process. The consultant will post the vacancy within the Board, and will make every reasonable effort to ensure that all qualified Hastings and Prince Edward District School Board employees are made aware of the selection process.
- 4.1.7 The Director's Selection Committee will, at its discretion, also advertise externally in any location deemed appropriate by the committee. These locations may include:
 - (a) a newspaper with at least province-wide circulation; and
 - (b) the Ontario Public School Boards' Association "Career Board" web site.

4.2 The Screening Process

- 4.2.1 Applications shall be submitted by letter with an attached résumé indicating experience, education and references with the appropriate releases under the *Municipal Freedom of Information and Protection of Privacy Act*. In addition, candidates will be requested to submit a discussion paper of a length determined by the committee, indicating their understanding of the role of a director of education, or other topic as determined by the selection committee.
- 4.2.2 As determined by the Director's Selection Committee, members of the committee may conduct an on-site visit to observe the internal candidates during their working day.
- 4.2.3 The selection committee will study all submissions from external candidates, ensure that references have been contacted, and select an appropriate number of candidates for further consideration.

Selection of the Director

4.2.4 Selected external applicants may, at the discretion of the selection committee, receive an on-site visit by members of the committee, if the distances involved make this feasible. The most appropriate candidates will be included with the short-listed internal candidates for further consideration.

4.3 The Board Interview

4.3.1 Once the selection committee has ranked all applicants, both internal and external, it shall recommend an appropriate number of candidates for final consideration in an interview with the full Board. Normally, not more than four candidates would be involved in the final interview.

4.3.2 In preparation for the interview, the selection committee will review the achievements of each of the candidates to be interviewed. The committee will also study the skills, knowledge and personal characteristics of the candidates as determined by the submissions and on-site visits, if such visits were made.

4.3.3 The consultant or selection committee (or designate) will prepare interview questions that can be used to determine the suitability of the candidates for the director's role. The criteria must be entirely consistent with the terms of Board Policy No. 5 Director of Education Job Description and follow standard human resources practices.

4.3.4 All candidates shall be asked the same questions. At the discretion of the chair of the Board who shall preside for the interviews, additional questions may be allowed to clarify a candidate's response.

4.4 The Decision

4.4.1 The Board will review the performance of all short-listed candidates and take into consideration the feedback concerning the candidates from other members of the Board.

4.4.2 If a candidate is supported by a majority of the Board in Committee of the Whole, a recommendation will go to open session that the Board hire the candidate. The Board motion will include the term of the personal services contract of the new director.

Legal References:

- *Education Act, section 279 Duty of Board to Employ a Director of Education; section 283 Chief Education Officer and Chief Executive Officer; section 2.83.1 Additional Duties of Director of Education; section 286 Duties of Supervisory Officers*
- *Municipal Freedom of Information and Protection of Privacy Act*
- Ontario Regulation 309 Supervisory Officers
- Ontario Regulation 176/10 Teachers Qualifications: Part V Qualifications of Supervisory Officers

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- ~~Achievement in Motion System Plan~~ [Board Multi-year System Plan](#)

Ministry of Education

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Ministre

Édifce Mowat
Queen's Park
Toronto ON M7A 1L2



September 23, 2014

Dear chairs,

We value and appreciate the essential role that school board trustees play in helping every student reach their full potential. Our publicly funded education system is among the best in the world, thanks to people like you who energize our schools, inspire our educators, and serve our communities.

As you know, our overarching goal is to improve student achievement and well-being, while ensuring long-term financial sustainability. We are in a challenging fiscal time, and our government is committed to balancing the budget by 2017-18. In our climate of continued financial restraint, we are asking everyone to do their part to address Ontario's economic challenges.

As such, I am amending Ontario Regulation 357/06 to restrain the base amount limit of trustee honoraria at \$5,900 per year for the 2014-18 term of office. This is necessary until we achieve our goal of eliminating the province's deficit.

Having been a trustee myself, I understand and appreciate the work you do each and every day, the difficult decisions you have to make, and the considerable time you commit to this role. You provide an important voice in your community, and you help to build confidence in our education system through your focus and commitment to student achievement and well-being. I thank you again for serving Ontario's students. Your passion, hard work and dedication are key to a brighter future for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Liz Sandals". The signature is written in a cursive, flowing style.

Liz Sandals
Minister

Regulations filed with the Registrar of Regulations are published on the e-Laws website and in *The Ontario Gazette*. Those published regulations are official copies of the law. This copy is being provided for convenience only.

ONTARIO REGULATION

made under the

EDUCATION ACT

Amending O. Reg. 357/06

(HONORARIA FOR BOARD MEMBERS)

- 1. (1) Paragraph 2 of subsection 5 (2) of Ontario Regulation 357/06 is amended by,**
 - (a) striking out “For each year of a term of office beginning on or after December 1, 2010, the amount calculated for a year of the previous term of office” and substituting “For each year of the term of office beginning on December 1, 2010, the amount calculated for a year of the term of office beginning on December 1, 2006”; and**
 - (b) striking out subparagraphs i and ii and substituting the following:**
 - i. July 1, 2006, and
 - ii. June 30, 2010.
- (2) Subsection 5 (2) of the Regulation is amended by adding the following paragraphs:**
 3. For each year of the term of office beginning on December 1, 2014, \$5,900.
 4. For each year of a term of office beginning on or after December 1, 2018, the amount applicable for a year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,

2

- i. July 1 of the calendar year in which the previous term of office started, and
- ii. June 30 of the calendar year in which the term of office starts.

Commencement

2. This Regulation comes into force on the day it is filed.



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

**October 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: September 8, 2014 Business arising		
B	Recommendations		
	Annual Accessibility Plan for 2014-2015	B-1	L. Miller/N. Pfeiffer/ T. Fitzgibbon
C	Information		
	2014-2015 Mileage Rate	C-1	L. Miller
	Policy 3E: Trustee Honoraria	verbal	L. Miller
	Trustee expense report	C-2	L. Miller
D	Correspondence		
	Adjourn		

Next regular meeting: November 10, 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
Tuesday, October 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 – September 8, 2014 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
<u>5:30 p.m.</u>	IEP Online	Verbal	J. Rogers
	Board Improvement Plan for Student Achievement update	Verbal	C. Portt/J. Rogers
	Textbook/novel approval	C-1	C. Portt
	Trustee proposals and queries	Verbal	All
D	Correspondence - None		
	Move into closed session		

Next regular meeting: Monday, November 10, 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 October 20, 2014 – 7:00 p.m.
Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Board prayer		J. Williams
	Delegations/presentations:		D. Inch
	• Recognition of retiring Trustee Sam Clements		
	Approval of agenda		
	Approval of minutes:		
	• Regular meeting – September 22, 2014	A-1	D. Inch
	Business arising from the minutes		
	Report from Committee of the Whole Board		
	• Easement request, Harry J. Clarke Public School		D. Inch
B	Recommendations		
	Report from Operations and Finance Committee		
	• Annual Accessibility Plan for 2014-2015	B-1	B. Danes
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		
	•		
	•		
	•		
	Questions, reports and proposals from trustees (including “notices of motion”)	Verbal	All
	Notice of Motion: 2014-2015 Board Policy Review Part A	C-X	D. Inch
D	Correspondence		

Adjournment

Next regular meeting: October 20, 2014 – 7:00 p.m.