



**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, November 4, 2013
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.
Paper copies of the agenda package will be available at the meeting.

Dwayne Inch
Chair of the Executive Committee

Mandy Savery-Whiteway
Director of Education

Membership:
B. Danes, L. Kyle, D. Inch, D. Patterson, J. Williams



**Executive Committee
PUBLIC AGENDA
Monday, November 4, 2013
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:		
	• October 7, 2013 – regular meeting	A-1	D. Inch
	Business arising from the minutes		
B	Recommendations		
C	Information		
	Trustee representation on committees for 2013-2014	C-1	M. Savery-Whiteway
	2013-2014 Board Policy review	C-2	M. Savery-Whiteway
	Provincial Community Consultations - response	C-3	M. Savery-Whiteway
	OPSBA Report	Verbal	T. Goodfellow
	EQAO response update	Verbal	M. Savery-Whiteway
	Focus Groups	Verbal	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-4	D. Inch
E	Correspondence		
	Adjournment		

Next regular meeting: Monday, January 6, 2014

Membership

B. Danes, L. Kyle, D. Inch, D. Patterson, J. Williams



- D R A F T -
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
EXECUTIVE COMMITTEE
PUBLIC MEETING MINUTES
Monday, October 7, 2013

Members present: D. Inch - chair, L. Kyle, D. Patterson

Regrets: B. Danes, J. Williams

Guests: None

Resource: M. Savery-Whiteway, Director of Education

Minutes: P. Hoskin, Administrative Assistant

Chair Inch called the meeting to order at 11:50 a.m.

Delegations/presentations

None

Approval of agenda

Moved: L. Kyle

Seconded: D. Patterson

That the agenda be approved.

Carried

Approval of minutes

Moved: D. Patterson

Seconded: L. Kyle

That the minutes of the regular meeting of September 3, 2013 be approved.

Carried

Business arising from the minutes

Trustee Patterson noted that the Ad Hoc Governance Committee has received approval for an extension. A date will be set for the next meeting.

Director Savery-Whiteway advised that we are still awaiting a response from EQAO.

Recommendations

Reports from staff

Ad Hoc Governance Committee

Moved: D. Patterson

Seconded: L. Kyle

That the next meeting of the Ad Hoc Governance Committee be held on Monday, October 28, 2013 at 3:30 p.m. until 5:00 p.m.

Carried

2013-2014 Board Policy Review

Director Savery-Whiteway noted that each year a list of Board policies come forward for review or revisions due to changes in legislation or policy. Seventeen of the policies coming forward this year require minor revisions and one requires a major update due to legislation changes. Nine of the policies will be brought forward in the fall and the balance are scheduled for a spring review. The director reviewed the timelines for the reviews and noted that a special Executive Committee has been scheduled for November 11, 2013 at 3:30 p.m. to review the final revisions and approve the recommendation. A notice of motion will go to public Board at the November 18, 2013 meeting with the recommendation presented at the January 27, 2014 public Board meeting.

After discussions it was agreed that the special Executive Committee meeting will be rescheduled for November 12, 2013 at 3:30 p.m. to accommodate Remembrance Day services that trustees may attend.

Moved: L. Kyle
Seconded: D. Patterson

That the Executive Committee recommends that Hastings and Prince Edward District School Board authorize the Director to review the policies as contained in Executive Committee Report B-1 dated October 7, 2013, 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

Information

Provincial Community Consultations

Director Savery-Whiteway updated trustees on consultations that the Ministry is holding regarding the future of education in Ontario. On September 10 the ministry invited the director, chair, student trustees and the chair of the Parent Involvement to the consultation in Ottawa on October 15 and requested a list of 8 community connections that may attend. In collaboration with Algonquin Lakeshore Catholic District School Board, a list of 13 community partners was submitted. The list of the seven questions being presented for discussion was distributed to trustees. The questions have also been shared with student trustees to review with their Student Senate. OPSBA will be providing input into the consultations through the directors.

The Ministry has also made on-line feedback available. Trustees agreed that a combined response would be more effective and that this would be addressed through and email to review prior to submission. The director will provide trustees with a draft for their comments.

Tobacco Awareness

Trustee Patterson advised that at the Annual General Meeting of OPSBA, information was provided by the National Coalition Against Contraband Tobacco on the issues associated with illegal tobacco sales. Director Savery-Whiteway has spoken with the Hastings Prince Edward Counties District Health Unit and they would be willing to provide information and resources to trustees on this issue and information on what the Health Unit is doing. Trustees agreed that a presentation could be done at an Executive Committee meeting with an invitation to all trustees. The director will do more research and report back at the next meeting.

The director responded to questions regarding designated smoking areas at secondary schools in our district.

Ad hoc Governance Committee update

Director Savery-Whiteway noted that an extension has been approved for this committee to conclude its mandate. The next meeting has been scheduled for Monday, October 28, 2013 at 3:30 p.m.

School Board Efficiencies and Modernization Strategy

Director Savery-Whiteway referred trustees to the correspondence from the Ministry of Education dated September 23, 2013 regarding plans to develop the School Board Efficiencies and Modernization Strategy that was announced in the 2013 Spring Budget. The director noted that the ministry has indicated they will be moving forward with a review of special education. The consultation will be completed by the end of November.

Character Development Committee

The director advised that through discussions with Superintendent DeMille, it was agreed that it is time to end this committee as character has now been imbedded in all the work we do. Members of this committee would be integrated into the Equity and Inclusivity Committee.

Trustees questioned the director about communication and connections between senior staff and teaching staff.

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 12:44 p.m.

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

	Committee Name	Trustee Membership Requirements	Description/Purpose	Notes/Reference
STANDING COMMITTEES OF THE BOARD				
1.	Committee of the Whole Board	All members of the Board	When it is required by law or when the Board, on motion of a member, decides that it would be appropriate to discuss a matter in the Committee of the Whole Board, the Board, by resolution, shall move into a Committee of the Whole Board.	Board Policy No. 11-A Sections 3 and 4.4 Membership includes all members of the Board. The vice-chair will be the chair of the committee.
2.	Program and Human Resources Committee	Minimum of 5 members	To review and make recommendations to the Board on matters concerning educational programs, special education services and human resources/personnel issues.	Board Policy No. 11-B Section 3 Education Act 171. (1) 1. Committees Membership of a minimum of five trustees will be appointed at the initial/annual meeting. Board Policy No. 2 Section 2.4 b) Chair and vice-chair of the committee are elected each year at the initial/annual meeting of the Board held in December.
3.	Operations and Finance Committee	Minimum of 5 members	To 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.	Board Policy No. 11-C Section 3 Education Act 171. (1) 1. Committees Membership of a minimum of five trustees will be appointed at the initial/annual meeting. Board Policy No. 2 Section 2.4 b) Chair and vice-chair of the committee are elected each year at the initial/annual meeting of the Board held in December.
4.	Executive Committee	Chair, Vice-chair, chairs of Program and Human Resources and Operations and Finance Committees, past chair of the Board or fifth member elected – see <i>Board Policy No. 11-D Section 3.1 and 3.2</i>	To deal with special issues not specifically related to the mandates of the other standing committees.	Board Policy No. 11-D Section 3.1, 3.2 Membership is comprised of 5 members including the chair, vice-chair, past chair and chairs of the Program and Human Resources Committee and Operations and Finance Committee. If there is no past chair currently serving on the Board, or where one of the members already holds one of the positions previously listed, the fifth member shall be elected by the Board. The chair of the Board shall preside at each meeting of the Executive Committee. In the chair's absence, the vice-chair shall preside at the meeting.
5.	Budget Committee	All members of the Board	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.	Board Policy No. 11-E Section 3 and 4 Committee membership includes all members of the Board. The chair of the Board shall set the meeting dates and preside at each meeting of the Budget Committee.

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

	Committee Name	Membership Requirements	Description/Purpose	Notes/Reference
6.	Student Enrolment/School Capacity Committee	All members of the Board	Shall review and make recommendations on matters relating to school enrolments, school capacities, including projected trends, and any implications arising from such matters.	Board Policy No. 11-F Section 3. Membership includes all members of the Board. Board Policy No. 2 Section 2.4 b) Chair and vice-chair of the committee are elected at the initial/annual meeting of the Board held in December.
STATUTORY COMMITTEES OF THE BOARD				
7.	Special Education Advisory Committee (SEAC)	2 members plus 2 alternates At the inaugural meeting held on December 6, 2010, Thelma Goodfellow and Lucille Kyle were approved as members with Dave Patterson and Dwayne Inch acting as alternates. They will hold these positions until the end of their term.	Purpose is to act in an advisory capacity to the Board on Special Education matters. All appointments to the SEAC will be guided by Board Policy No. 1 Board Mission and Goals. Under the Education Act, the Board is required to establish a Special Education Advisory Committee.	Ontario Regulation 464/97 Board Policy No. 2 Section 2.3 c) Board Policy No. 11-G Section 3.1.1 Two members and one alternate member for each appointed by the Board from among its own members. Board Policy No. 11-G Section 3.3 Membership shall be established at the inaugural meeting of the Board during an election year. Members of this committee will hold office for the duration of the Board that appoints them. Board Policy No. 11-G Section 5.1 A chair and vice-chair will be elected at the first SEAC meeting after the Board's initial meeting.
8.	Supervised Alternative Learning (SAL)	2 members plus 1 alternate	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.	Ontario Regulation 374/10 Supervised Alternative Learning Board Policy No. 11-H Section 3.1 a) Two trustees plus one alternate with at least one member of the Board required for a quorum; Board Policy No. 11-H Section 3.2 The SAL coordinator shall act as chair and as secretary each time a SAL Committee meeting is called.
9.A	Audit Committee	3 members	The board shall establish an audit committee as required under the Education Act. The audit committee shall review and make recommendations to the board on matters concerning financial reporting, internal and external audits, internal control and compliance matters.	Ontario Regulation 361/10 Audit Committees Article 3.(1) 2. and Board Policy No. 11-I The committee shall consist of five members, including three board members and two persons who are not board members. Chair is elected at the first meeting of the fiscal year. Board Policy No. 2 Section 2.3 c) At the initial/annual meeting of the Board, the Board shall approve trustee representation on Board committees; Board Policy No. 11-I Section 4.8 -At the first meeting of the audit

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

				committee in each fiscal year (September) 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.
	Committee Name	Membership Requirements	Description/Purpose	Notes/Reference
9.B	Audit Committee Selection Committee	Chair of the Board or Designate	Review potential candidates for membership on Audit committee who are not trustees as required	Board Policy 11: Committees of the Board - 11-I Audit Committee, Section 4.7 - for the purpose of identifying persons who are not Board members as potential candidates for appointment to the board's audit committee. The selection committee shall be composed of the board's director of education; the senior business official of the board; and the chair of the Board or a Board member designated by the chair.
10.	Accessibility Committee	1 member + alternate member	To review on an annual basis, the school board's Annual Accessibility Plan required by legislation. To improve opportunities for people with disabilities and provide for their involvement in the identification, removal and prevention of barriers to allow for their full participation in life within the province.	Board Policy 11: Committees of the Board - 11-J Accessibility Committee Section 4.2 Meetings called on an annual basis to ensure a final draft plan is complete for Board approval prior to September. Director or designate will appoint the chair of the committee
11.	Parent Involvement Committee	1 member + alternate member	As an advisory body, along with school council, encourage parent involvement at the local and regional levels. To increase parent involvement in their children's education, to improve student achievement and well-being and increase confidence in public education. Will meet four times per year.	Ontario Regulation 612/00 Education Act School Councils and Parent Involvement Committees as amended by Ontario Regulation 330/10 The committee shall include parent members, principals/teachers and community representatives as specified in the by-laws of the committee, the director of education and one member of the Board, appointed by the board. Board Policy 11: Committees of the Board – 11-K Parent Involvement Committee Section 4.1.3 Selection of the chair will be set out in the PIC by-laws.
LEGISLATED COMMITTEES OF THE BOARD				
12.	Student Discipline Committee	All members of the Board	To determine appeals of student suspension and recommendations for expulsion, the Board formally delegates to the Student Discipline Committee the powers set out in the <i>Education Act</i> , Regulations under the <i>Act</i> , and the <i>Statutory Powers Procedure Act</i> .	Board Policy No. 11-L 4.1 All trustees will be appointed to the Student Discipline Committee annually, to serve on a rotating basis, with a minimum of three required to conduct a suspension appeal or an expulsion hearing. 4.2 The Student Discipline Committee shall elect a chair from among its members each time the committee is convened.

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

AD HOC COMMITTEE OF THE BOARD				
Committee Name	Membership Requested	Description/Purpose	Notes/Reference	
13.	Ad Hoc Committees	Members of the Executive Committee and Director of Education	The Board may 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.	Board Policy No. 11-M Membership - 2.3.1 Members of the Executive Committee; and 2.3.2 the director of education Board Policy No. 2 section 2.5 An ad hoc committee shall elect a chair and vice-chair when established using the election process described in Board Policy No. 2 section 2.5.
Note: According to Board Policy No. 2 Article IX Section 3, the representative and alternate to the Ontario Public School Boards' Association will be elected at the June Board meeting in non-election years and at the initial meeting in election years.				
ADMINISTRATIVE COMMITTEES OF THE BOARD * see Board Policy No. 2 Article IX Committees				
14.	Aboriginal Education Steering Committee	1 member plus the Aboriginal Representative	This committee provides advice to support the implementation of effective educational programs for Aboriginal students and promotes strong partnerships with Aboriginal parents and communities. Raises awareness of Aboriginal histories, cultures and perspectives. Membership includes teachers, principals, CYC, Community Engagement Coordinator, First Nation Trustee, Aboriginal Education Coordinator. Meetings are held 2–3 times per year.	Responsibility: Cathy Portt, Superintendent of Education – Curriculum Services
15.	Character Development Committee	1 member	This is a committee composed of representatives from various employee groups in HPEDSB and community groups, as well as two Student Senate members and a Trustee. This committee promotes the implementation of initiatives focused on the Growing with Character Attributes necessary to create caring, safe, respectful and inclusive learning environments. The committee meets 4 times per year.	Responsibility: Colleen DeMille, Superintendent – School Climate & Student Well-Being <i>** Note: This committee will terminate at the end of 2013-2014 school-year. The business of the committee will be integrated into other committees.</i>
16.	Equity and Inclusivity Advisory Committee	1 member plus the Aboriginal Representative	The Equity and Inclusive education committee is composed of staff, trustees and community members. The committee provides support and input regarding the implementation of the equity and inclusivity education priorities outlined in the AiM system plan and in alignment with the Equity and Inclusivity Strategy outlined by the Ministry of Education. Meetings are held 2 – 3 times per year as needed.	Responsibility: Colleen DeMille, Superintendent – School Climate & Student Well-Being

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

	Committee Name	Membership Requested	Description/Purpose	Notes/Reference
17.	Great Place Awards Committee	1 member	Reviews nominations and selects award recipients. Committee members receive nominations in advance of the review meeting in order to become familiar with all nominations. Meets as a group in the spring to discuss the nominations and select a maximum of 10 recipients. The trustee representative accompanies the communications officer on a road trip to personally notify the recipient of the award and presentation details. That trip typically takes place on two or more dates.	Responsibility: Kerry Donnell, Communications Officer
18.	Information Technology Advisory Committee (ITAC)	1 member	To provide future direction for the district's instructional technology for the 2010/11 to 2014/15 school years. Comprised of representatives from Federations, Union, school administration, students, coordinators, technologists, system principals and superintendents. Will meet four times during the school year.	Responsibility: Kelvin MacQuarrie, Senior Information Technology Services Officer
19.	Leadership Development Steering Committee	2 members	Each district is responsible for annually developing a Board Leadership Development Strategy (BLDS) to foster the development of leaders of the highest quality and strengthen the connectivity between leadership development initiatives that support student achievement. This committee composed of leaders at the system and school levels, both academic and support staff employees, meets approximately 4 times a year.	Responsibility: Colleen DeMille, Colleen DeMille, Superintendent – School Climate & Student Well-Being
20.	Safe Schools Advisory Committee	1 member	The Safe Schools Advisory committee meets two to three times a year to review current safe school procedures and ministry mandates and initiatives related to safe schools, to receive updates on current programming to support safe, healthy, respectful and inclusive learning environments, and to provide input on new initiatives.	Responsibility: Colleen DeMille, Superintendent – School Climate & Student Well-Being
21.	Specialist High Skills Majors Advisory Committee	1 member	To determine future Specialist High Skills Major initiatives. Committee will be comprised of representatives from the community, board, school, post-secondary institution and business. The SHSM Advisory Committee will meet as required.	Responsibility: Tina Jones, Student Success Lead

TRUSTEE REPRESENTATION ON COMMITTEES FOR 2013-2014

	Committee Name	Membership requested	Description/Purpose	Notes/Reference
EXTERNAL COMMITTEES/TRUSTEE ADVOCACY				
22.	Food for Learning Partnership	1 member	The Food for Learning Partnership is a committee of The Hastings and Prince Edward Learning Foundation, that oversees the activities of student nutrition programs in Hastings and Prince Edward counties. Food for Learning supports schools that are providing breakfast, snack and/or lunch programs to their students. This committee is responsible for providing direction for the implementation of our programs throughout the region. The committee meets five times each academic year to review program statistics and finances, as well as to discuss the varying issues regarding the programs. There are four sub-committees of the Food for Learning Partnership who are each responsible for a specific component of our business: 1) funding review committee: reviews the allocation of funds to each school for the purchase of food and supplies; reviews and makes decisions on requests from schools for funds to purchase equipment; reviews and makes decisions on special project grant requests; this sub-committee meets face to face once per year, in August, and provides input on requests received via email throughout the rest of the year; 2) fundraising committee: plans the two major fundraisers of Food for Learning, the Student Benefit Auction and Feed the Meter; this sub-committee meets approximately once every month; 3) program support committee: assists Food for Learning coordinator with initiatives that will improve the support provided to schools that are offering nutrition programs, eg. volunteer recruitment and recognition, program visits, Food for Learning newsletter; this sub-committee meets as required throughout the year and 4) risk management committee: annually reviews and assesses potential risks; this sub-committee meets twice a year.	Responsibility: Maribeth deSnoo, Executive Director, The Hastings and Prince Edward Learning Foundation



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

To: The Chair and Members of the Executive Committee

From: Mandy Savery-Whiteway, Director of Education

Re: **2013-14 Board Policy Review**

Purpose

To request that the Executive Committee review the following revised/updated board policies:

Policy No.	Description	Revisions
1	Board Mission and Goals	Minor
2	Governance By-Laws and Standing Rules	Minor
3-A	Delegations and Presentations	Minor
3-A	Form 003-1 Request for Delegation	Minor
3-D	Board Communications and Media Relations	Minor
3-I	Indemnification of Board Members	Minor
4	Corporate Board Job Description	Minor
11-D	Executive Committee	Minor
12	External Committees and Trustee Advocacy	Minor

Background

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.

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. Eighteen policies require review in 2013/14. Nine policies are being reviewed during the fall and the final policies will be brought forward for review in the spring. All of the nine policies listed above required only minor revisions and updates to comply with legislation or regulations.

Current situation

The 9 Board policies listed above have been reviewed by staff and administration and revisions/updates have been incorporated into the appendices.

The following timeline has been set for the fall policy review process:

1. November 4, 2013 – revised/updated policies to the Executive Committee meeting for review and feedback



2. November 12, 2013 – Special Executive Committee meeting will be held to review policy revisions with feedback incorporated and prepare a notice of motion to Board for approval of revised/updated policies.
3. November 18, 2013 – Notice of Motion to the Public Board Meeting
4. January 27, 2014 – Motion to Board to approve revised/updated Board policies.

The following timeline has been set for the spring review of the remaining 9 policies:

1. February 2014 – Senior Administration to review policies
2. March 3, 2014 – Executive Committee to review revised/updated policies and provide feedback
3. March 2014 – Special meeting of the Executive committee for final review and preparation of Notice of Motion for approval of revised/updated policies
4. March 24, 2014 – Notice of Motion to Board to approve revised/updated Board policies
5. April 28, 2014 – Motion to Board to approve revised/updated Board policies

Appendices

- Policy No. 1 Board Mission and Goals
- Policy No. 2 Governance By-Laws and Standing Rules
- Policy No. 3-A Delegations and Presentations
- Policy No. 3-A Form 003-1 Request for Delegation
- Policy No. 3-D Board Communications and Media Relations
- Policy No. 3-I Indemnification of Board Members
- Policy No. 4 Corporate Board Job Description
- Policy No. 11-D Executive Committee
- Policy No. 12 External Committees and Trustee Advocacy

Respectfully submitted,

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



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 1

Adopted	May 26, 2008
Last Revised	October 18, 2010
Review Date	October 2013 <u>May 2015</u>

BOARD MISSION AND GOALS

1. PURPOSE

This policy identifies the Board's mission and goals. Hastings and Prince Edward District School Board, through both desire and obligation, is committed to providing programs and services to help each student reach full potential. The Board shares this responsibility with parents/guardians and the community.

2. MISSION

Hastings and Prince Edward District School Board is *A Great Place to Learn and A Great Place to Work!* The Growing with Character attributes embraced by the Board—caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness—provide foundations for high levels of student achievement and for making connections with students, each other and the community in an environment that is free from bias and harassment.

3. AiM—ACHIEVEMENT IN MOTION FOR STUDENT SUCCESS SYSTEM PLAN 2010 - 2015

The Board has a multi-year system plan, AiM—Achievement in Motion for Student Success 2010 – 2015, which is reviewed and updated annually through a public consultation process. The three goals, Success for Each Student, Employee Excellence and Community Connections, are supported through action plans and steps that are grounded in and reflect the Growing with Character attributes. The goals and their foundational attributes are described as follows:

Success for Each Student

Hastings and Prince Edward District School Board is a system of character that delivers a quality learning experience to support high levels of achievement for each student.

- **RESPONSIBILITY:** We have a sense of duty to fulfill commitments. We take ownership for our own thoughts and actions. We are reliable and accountable in our words and actions.
- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **INTEGRITY:** We do what is right for ourselves and others. We demonstrate values and ethics that are good for all. We speak directly, clearly and respectfully.

Employee Excellence

Hastings and Prince Edward District School Board is a system of character where every employee is valued, benefits from opportunities to learn and grow, and is engaged in, and contributes to, the success of each student.

- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.
- **CARING:** We demonstrate concern for self and others. We show empathy and express genuine concern. We consider the long-term effect of our actions.

- **HUMOUR:** We celebrate the fun in life. We lighten the emotions of others by interacting in a joyful manner

Community Connections

Hastings and Prince Edward District School Board is a system of character that supports the success of each student through effective community relationships, and safe, respectful and inclusive learning and working environments.

- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.
- **CARING:** We demonstrate concern for ourselves and each other. We show empathy and express genuine concern. We consider the long-term effects of our actions.
- **HONESTY:** We choose to live truthfully. We communicate and act in a sincere and respectful way.
- **TRUSTWORTHINESS:** We can all be counted on to do what is right. We instill confidence in one another through our actions.

Legal References:

Education Act, Purpose 0.1 (1), (2), (3)
Education Act, sections 169-171 Duties and Powers of Boards

Board References:

- 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. 7 - Board Policy Development and Review
- AiM - Achievement in Motion for Student Success System Plan



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 2

Adopted	October 23, 2006
Last Revised	February 23, 2009 <u>January 27,</u> <u>2014</u>
Review Date	February, 2012 <u>January 2017</u>

**GOVERNANCE BY-LAWS AND
STANDING RULES**

INTERPRETATION

In these by-laws and standing rules:

- a) "Board" means the Hastings and Prince Edward District School Board (District School Board 29)
- b) "chair" means the chairperson of the Board
- c) "member" means an elected member of the district school Board, including the chair
- d) "trustee" means an elected member of the Board
- e) "committee chair" means the chairperson of a standing, ad hoc or other special purpose committee
- f) "director" means the director of education, chief executive officer and secretary of the Board
- g) "treasurer" means the treasurer of the Board and chief financial officer
- h) "advance notice" excludes Saturday, Sunday and statutory holidays
- i) "closed session" means closed to the public
- j) "majority vote" shall be fifty percent plus one
- k) "past chair" is the immediate past chair
- l) "district" refers to the system organization

ARTICLE I: OBJECT

Being the rules governing the establishment and composition of the Board as provided for in the *Education Act* of Ontario and regulations made thereunder, which rules shall apply to the structure and proceedings of the Board until amended by resolution of the Board.

ARTICLE II: NAME

The official name of the corporation shall be Hastings and Prince Edward District School Board as confirmed by the *Education Act* and accompanying regulations.

ARTICLE III: JURISDICTION

The Hastings and Prince Edward District School Board shall have such jurisdiction in all areas commonly known as the counties of Hastings and Prince Edward, as provided for in the *Education Act* and its regulations.

ARTICLE IV: HEADQUARTERS

The headquarters of the Board shall be the Education Centre located at 156 Ann Street, Belleville, Ontario.

ARTICLE V: SEAL AND SYMBOL

The corporate seal and the official corporate logo are as approved by the Board and the seal shall bear the full official name of the corporation.

ARTICLE VI: BOARD OF TRUSTEES

The affairs of the corporation shall be governed by a Board of trustees consisting of nine (9) members elected in accordance with the *Municipal Elections Act* of Ontario or as may otherwise be prescribed in Ontario regulations as provided for in the *Education Act*.

In addition to the members elected above, the Council of the Mohawks of the Bay of Quinte may name one person to represent the interests of the native pupils in the Board's schools and the Board shall appoint that person as a member of the Board and the member so appointed shall be deemed to be an elected member of the Board, as provided for in the *Education Act*.

Up to two student trustees will be elected each year by the student body 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*.

Section 1: Disqualification of members

The reasons for which a member of the Board is automatically considered to have vacated an elected position include, but are not limited to, the following:

- a) The member is absent without being authorized in the minutes from three consecutive regular meetings of the Board; or
- b) The member ceases to hold residence requirements or any other qualifications required to act as a member of the Board.

Section 2: Vacancy in office—trustee

Any vacancy in the office of a trustee shall be filled in accordance with and subject to the limitations as provided for in the *Education Act*. Should the Board choose to fill the vacancy by appointment, the Board will do so according to the provisions of Board Policy No. 3 Board Operations.

Section 3: Vacancy in office—chair, vice-chair or chair of standing committee

At the first regular meeting of the Board after a vacancy occurs in the office of chair or vice-chair or chair of a standing committee, the Board shall elect one of its members to hold the office for the remainder of the year.

ARTICLE VII: MEETINGS OF THE BOARD

The meetings of the Board shall be held at the Education Centre, unless otherwise determined by resolution of the Board, or by the chair of the Board with the consent in writing, by electronic means or by voice, of a majority of Board members.

Section 1: Electronic meetings

It may be necessary from time to time for certain members of the Board to participate in a Board or committee meeting by electronic means. In such case, participation by electronic means shall be according to the provisions of Board Policy No. 3 Board Operations.

Section 2: Annual and initial meetings

2.1 Annual meeting

The annual meeting of the Board shall be held on the first Monday in December or on a date and time agreed to by a majority of Board members, or as provided for in legislation or regulation. At the appointed hour, the director shall call the meeting to order and shall preside until a chair has been elected as described in the election process contained in subsection 2.5 below.

2.2 Initial meeting

In December following a municipal election, the Director shall first read into the record the official returns from the designated election officer or officers, whereupon the elected members shall take their places and subscribe to declarations of office and oaths of allegiance as provided for in legislation.

2.3 Business of the Board at the initial/annual meeting

At the annual or initial meeting of the Board, the Board shall:

- a) elect a chair;
- b) elect a vice-chair;

- c) approve trustee representation on Board committees;
- d) elect chairs for standing committees;
- e) elect a fifth member to the Executive Committee, if required; and
- f) pass a resolution to destroy all ballots when the elections are completed and the results declared.

2.4 Application of the election process

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

2.5 Election process

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

m) By resolution of the Board or committee, all ballots shall be destroyed after the elections have been completed and the results declared.

Section 3: Regular meetings

Unless otherwise directed by resolution of the Board, the regular meetings of the Board shall be held on the fourth Monday of each month, except July and August, commencing in closed session at 6:00 p.m. followed by an open public session at 7:00 p.m. The following exceptions will apply:

- a) where a meeting would fall on a recognized statutory holiday, it shall be held on the following Tuesday;
 - b) during July and August, meetings of the Board shall be held at the call of the chair as required, or as pre-determined by resolution of the Board;
 - c) in December, the regular meeting shall be held on the same evening as and immediately following the annual and/or initial meeting; and
 - d) in June, the regular meeting shall be held on the third Monday evening, to permit trustee attendance at school graduations.
- 3.2 The times and sequencing of public and closed session Board meetings may be varied in advance of the meeting by the chair, provided that each member shall be given advance notice of such change seventy-two hours in advance of the meeting by either email or notice delivered to his or her official address. The public shall be given advance notice on the Board's web site at least seventy-two hours in advance of the scheduled meeting.
- 3.3 The director shall notify each member of regular meetings of the Board, by written advance notice delivered to his or her official address, at least twenty-four hours in advance of the meeting, together with the agenda for such meeting and, when possible, all reports and other written documentation to be considered.
- 3.4 The agenda for the regular meetings of the Board shall be in the order set out in subsections 3.5 and 3.6 below. The chair may alter the regular patterns of business as circumstances warrant, subject to confirmation by the Board under the item "approval of agenda".
- 3.5 Closed session

Call to order

Delegations/presentations
Approval of agenda
Approval of minutes
Business arising from the minutes

Recommendations

Reports from committees

Information

Report from chair
Report from committee chairs
Report from staff
Questions, reports and proposals from trustees

Correspondence

Motion to rise and report

3.6 Public session

Call to order

Board prayer
Delegations/presentations
Approval of agenda
Approval of minutes
Business arising from the minutes
Report from the closed session

Recommendations

Reports from committees

Information

Calendar of events
Report from chair
Report from committee chairs
Report from staff
Questions, reports and proposals from trustees (including “notices of motion”)

Correspondence

Adjournment

Section 4: Special meetings

Special meetings of the Board shall be held at the call of the chair, or at the written request of at least five members filed with the director, subject to confirmation that a quorum will be present. The printed notice of every special meeting shall state all the business to be transacted or considered and no other business shall be considered unless all members of the Board are present and consent.

At least forty-eight hours written advance notice of all special meetings shall be given to each member at his or her official address except when an extenuating circumstance imposed on the Board requires immediate action.

Section 5: Access to meetings

Meetings of the Board and its committees shall be open to the public with the exception of meetings dealing with:

- a) the security of the property of the Board;
- b) 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;
- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the Board; and
- e) litigation affecting the Board.

Recommendations from any closed session of an ad hoc or standing committee meeting shall be forwarded to the closed session of the Board. The report of the closed session of the Board shall be presented to the public Board meeting for consideration.

No person shall be excluded from a meeting that is open to the public except for improper conduct.

Section 6: Board quorum

The presence of a majority of all the members constituting a Board is necessary to form a quorum. As soon after the time of meeting as a quorum is present, the presiding officer shall call the members to order.

Section 7: Committee quorum

A quorum of any committee shall consist of fifty percent of the members.

Section 8: Delegations and presentations

The Board shall hear delegations and accept presentations according to the provisions of Board Policy No. 3 Board Operations.

Section 9: Adjournment

At 11:00 p.m. the chair shall interrupt any item under discussion and conduct a vote on whether to continue the meeting. Board members will vote on a motion to continue the meeting, which may limit the continuation to the item under discussion, or may specify additional agenda items, or a time for adjournment. The meeting will adjourn unless there is majority consent from those present to continue.

The chair shall declare a meeting adjourned when:

- a) there is no other business to be transacted;
- b) the chair observes lack of quorum; or
- c) a motion to adjourn has been adopted by the Board.

During the course of a meeting, the chair may declare one or more recesses of up to fifteen minutes, which shall not be construed as adjourning the meeting.

ARTICLE VIII: OFFICERS

The officers of the corporation shall be:

- a) chair
- b) vice-chair
- c) director of education (secretary)
- d) treasurer

The director of education shall be the chief executive officer and secretary of the Board.

The superintendent of financial and facility services shall be the chief financial officer and the treasurer of the Board.

Section 1: Duties of officers**1.1 The chair:**

The duties of the chair are set out in Board Policy No. 10 Duties of the Board Chair and Vice-Chair.

1.2 The vice-chair:

The duties of the vice-chair are described in Board Policy No. 10.

1.3 The director shall, as secretary of the Board:

- a) collaborate with the chair and the Executive Committee in the preparation of agendas for meetings of the Board and ensure the preparation of timely and accurate staff reports as may be required;
- b) provide advice and assistance to the chair and members as required during meetings;
- c) ensure that the decisions and the policies of the Board are implemented;
- d) be responsible for circulating notices, agendas, reports and minutes of meetings to the Board and others who are entitled to receive such materials;

- e) ensure that accurate minutes are prepared of all Board meetings and that the minutes, when confirmed, are signed by the chair or presiding member and are safeguarded in a book provided for that purpose; and
- f) produce the minute book at any reasonable time during normal business hours to anyone entitled to see the minute book.

1.4 **The treasurer shall:**

- a) receive and account for all money of the Board and deposit all money received on account of the Board into a bank account or accounts opened in the name of the Board in such place of deposit as may be approved by the Board;
- b) disburse all money as directed by the Board in accordance with the annual budget plan or by other resolutions or directions;
- c) prepare and submit to the Board or a committee or committees of the Board such financial reports as the Board may direct by policy or by resolution; and
- d) produce, when required by the Board, the auditors, or other competent authority, all papers and money in the treasurer's possession, power or control belonging to the Board.

Section 2: Signing officers

The signing officers of the Board for official purposes shall be one of the chair or the vice-chair and one of the director of education, treasurer of the Board, or one other member of senior administration duly designated by the director of education.

For current accounts, facsimile signatures of the chair and one of the officers identified above may substitute for the actual signatures of the officers previously named.

ARTICLE IX: COMMITTEES

The Board may establish by resolution such standing, special purpose and ad hoc committees as it deems appropriate or as required under legislation or through contractual obligations, and subject to any relevant legislation or contract:

- a) determine their composition and the manner of selecting chairs and members;
- b) fix their terms of reference, reporting relationships and expected date of completion of mandate;
- c) alter their composition, terms of reference, reporting relationships and expected date of completion of mandate, as it may deem appropriate from time to time; and
- d) dissolve committees.

Section 1: Board committees

Board policy related to standing committees, statutory committees, legislated committees and *ad hoc* committees is set out in Board Policy No. 11 Committees of the Board.

Section 2: Trustee representation on committees

Each November the trustees shall indicate to the Board chair the standing and statutory committees on which they wish to serve for the following calendar year. The chair shall bring forward a recommendation to the full Board for approval at the annual meeting held in December.

Section 3: Ontario Public School Boards' Association Board of Directors representative

The Ontario Public School Boards' Association (OPSBA) Board of Directors representative and alternate shall be elected at the June Board meeting in non-election years. In an election year, the OPSBA Board of Directors representative and alternate shall be elected at the initial meeting of the Board. Board policy related to support of the role of the Ontario Public School Boards' Association is found in Board Policy No. 12 Board Representatives on External Committees.

Section 4: Appointment of representatives to other organizations

The Board may from time to time appoint one or more representative to other organizations in the community at the request of those groups.

ARTICLE X: RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with the Board's by-laws, approved special rules of order and the *Education Act*.

ARTICLE XI: AMENDMENTS TO BY-LAWS

The by-laws and rules that are governed by statutes and regulations made thereunder are not subject to amendment that would subvert or conflict with the statute or regulation.

No amendment, alteration or addition to the by-laws shall be made unless due notice thereof in writing setting forth the proposed amendment, alteration or addition, shall have been given at a meeting previous to that at which the proposed change comes before the Board for consideration. The amendment, alteration or addition must then be confirmed by a two-thirds majority of all members of the Board present at that meeting.

ARTICLE XII: POLICIES

Policies may be made under these by-laws, including a policy to define the process for making policy under these by-laws. The process for making policy is described in Board Policy No. 7 Board Policy Development and Review.

No new policy or amendment, alteration or addition to a policy made under this by-law shall be made unless due notice is given in writing setting forth the proposed new policy, amendment, alteration or addition at a meeting previous to that at which the proposed change comes before the Board for consideration. The new policy or amendment, alteration or addition to a policy must then be confirmed by a majority of all members of the Board present at that meeting.

ARTICLE XIII: BORROWING BY-LAWS

From time to time the Ministry of Education requires school boards to establish long term financing arrangements through the Ontario Financing Authority for multi-stage projects. The Ministry of Education funds the interest costs associated with this borrowing and requires that boards authorize the long term financing through borrowing by-laws.

Legal References:

- *Education Act, s. 55 Student Trustees; Part VI Boards—Duties and Powers; Part VII Board Members – Qualifications, Resignations and Vacancies*
- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- Ontario Regulation 463/97 Electronic Meetings
- Ontario Regulation 7/07 Student Trustees

Board References:

- Board Policy Handbook
- Form F002-1 Parliamentary Procedure

Resources:

The current edition of Robert's Rules of Order Newly Revised

BOARD OPERATIONS

POLICY NO. 3-A	
Adopted	October 23, 2006
Last Reviewed	November, 2014 January 27, 2014
Review Date	November, 2014 January 2017

DELEGATIONS AND PRESENTATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board shall hear delegations and presentations as provided for in the procedures outlined below.

2. DEFINITIONS

Delegation—A person or group of persons officially elected or appointed to represent another or others to address the Board or committee of the Board to make a request or influence a decision.

Presentation—The sharing of information before the Board or a committee of the Board by a person or group of persons external to the Board after submitting a request to appear for this purpose.

3. PROCEDURE

- 3.1 A person or persons presenting or a delegation wishing to appear before the Board, at a regularly scheduled closed session or public meeting of the full Board or a standing committee of the Board, may request to do so by contacting the director's office.
- 3.2 The person or persons presenting or a delegation shall submit to the director a completed Request for Delegations and Presentations Form F003-1 for inclusion in the agenda of the Board or standing committee. The form must be submitted no later than five business days prior to the meeting. Failure to do so shall result in deferral until such material is made available. Any additional material will be distributed to the Board or a committee only with the prior approval of the chair of the Board or the chair of the standing committee.
- 3.3 No more than two persons shall be designated to be speakers for the delegation or presentation and no other member of the delegation or presentation shall address the Board or committee except by request of a trustee and with the permission of the chair of the Board or standing committee.
- 3.4 At a closed meeting of the Board, persons presenting or delegations will be heard at approximately 6:00 p.m.
- 3.5 At a public meeting of the Board, persons presenting or delegations shall be heard at approximately 7:00 p.m.
- 3.6 At a closed or public session of a committee meeting, persons or delegations shall be heard at a time to be determined by the chair of the committee or designate.
- 3.7 The duration of any person's or delegation's presentation shall not be more than fifteen minutes in total.

- 3.8 Any specific recommendation for action suggested by a person or delegation shall not be voted upon at the same meeting in which that person or delegation appears before the Board but may be referred by the chair or designate to an appropriate standing committee or member of staff for study and report to the Board or standing committee of the Board.
- 3.9 The Board reserves the right, at its sole discretion, to limit the number of delegations or presentations at any regularly scheduled closed or public meeting of the Board or standing committee of the Board.
- 3.10 The Board or committee, by motion, may choose, also at its sole discretion, to receive a person or delegation without the prior notice outlined in this section.

Legal References:

- *Education Act, section 207 Access to Meetings and Records*

Board References:

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Form F003-1 - Request for Delegations and Presentations



**Hastings and Prince Edward
District School Board**

FORM F003-1	
Adopted	October 23, 2006
Last Revised	2008 <u>May 26,</u> <u>2008</u> <u>January 27,</u> <u>2014</u>
Review Date	June, 2014 <u>January</u> <u>2017</u>

**REQUEST FOR DELEGATIONS AND
PRESENTATIONS**

Please provide the following information no later than five business days prior the meeting date.

Person(s) requesting: _____

On behalf of: (organization) _____

**For the board/committee meeting of:
(name and date of meeting)** _____

Subject/title: _____

Written outline (attach extra pages if needed):

List of attachments to be included in the board agenda package (attach to this request):
NOTE: Additional materials brought to the meeting will be handed out at the chair's discretion.

Authority to speak: (if applicable)

Name of presiding officer

Signature of presiding officer

Signature of requesting person

Equipment required:
(i.e. mic, projector, VCR/DVD, TV, etc.)

Special set-up required:
(table, bulletin board, etc.)

Please specify length of time required: _____ Please note that the presentation shall not exceed 15 min.

Mailing address: _____

Telephone: _____ Fax: _____

RETURN TO: Director's Office, The Education Centre
Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario, K8N ~~1N9~~3L3
Phone: 613-966-1170 Ext. 2201 FAX: 613-962-1048

Date received: _____

Revision Dates

BOARD OPERATIONS

POLICY NO. 3-D	
Adopted	November 28, 2000
Last Reviewed	November, 2014 January 27, 2014
Review Date	November, 2014 January 2017

BOARD COMMUNICATIONS AND MEDIA RELATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to fostering positive relationships and effective communication within the educational system and with the broader public and media. The Board strives to ensure efficient and effective communication founded in Growing with Character to promote the AiM—Achievement in Motion for Student Success System plan, events, activities and legislated requirements.

The Board values the assistance of all media in the promotion of Hastings and Prince Edward District School Board as the education system of choice.

2. DEFINITIONS

Stakeholders – include students, parents/guardians, employees, the broader public and the media.

3. PROCEDURE

- 3.1 All communications between the Board and stakeholders will be clear, concise and timely to ensure access to relevant information in a timely manner.
- 3.2 The Director of Education or designate shall be responsible for maintaining effective and consistent channels of communication with all stakeholders. .
- 3.3 The Board shall provide to stakeholders information that reflects current trends in education.
- 3.4 The Board shall provide to stakeholders information that is necessary to build a sense of pride in the success of programs and projects established by the system.
- 3.5 Legislative requirements for communications will be met.
- 3.6 The Board recognizes the right of the media to seek facts that are pertinent in the conduct of their work and will cooperate with the media in the release of such facts such that they do not violate legislation, contractual obligations and/or Board policy.
- 3.7 The Chair of the Board and the Director of Education, or designate, are the Board's primary spokespersons in all situations where a system level comment or response is required. The Chair, as the Board's elected representative, provides comments from a political perspective. The Director of Education, or designate, provides the administrative view as the Board's Chief Executive Officer and Chief Education Officer.
- 3.8 Agendas, reports and minutes of public Board and/or standing committee meetings shall be posted on the website and also made available to stakeholders, if requested.
- 3.9 News releases will be posted on the Board website.

Legal References:

- *Education Act, section 207 Access to Meetings and Records*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Charter of Rights and Freedoms*

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
- Board Policy No. 7 - Board Policy Development and Review
- Guidelines for News Releases

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Reviewed	November, 2014 January 27, 2014
Review Date	November, 2014 January 2017

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

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

2. PROCEDURE

- 2.1 As permitted under section 176 of the *Education Act*, Hastings and Prince Edward District School Board provides group accident insurance to indemnify a member of the Board or his/her estate against loss in case he/she is accidentally injured or killed, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.
- 2.2 The Board also provides group public liability and property damage insurance to indemnify a member of the Board, or his/her estate, with respect to loss or damage for which he/she has become liable. This may occur as a result of injury to persons or property or by reason of injury to his/her own property while travelling on the business of the Board or in the performance of duties as a member of the Board.

Legal References:

Education Act, section 176 Benefits

Board References:

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



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 4

Adopted	May 26, 2008
Last Revised	November 2011 <u>January 27, 2014</u>
Review Date	November 2014 <u>January 2017</u>

CORPORATE BOARD JOB DESCRIPTION

PURPOSE

To describe the corporate board role. The *Education Act* provides for the establishment of four types of district school boards: English Public, English Catholic, French Public, and French Catholic. Under the *Education Act*, locally elected school Boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual trustees. The corporate board acts as a single person.

The Hastings and Prince Edward District School Board's major areas of responsibility are:

1. ACCOUNTABILITY FOR STUDENT ACHIEVEMENT IN THE DISTRICT

- 1.1. Promote a culture that supports student success.
- 1.2. Ensure that effective educational programs are available for every student.
- 1.3. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy and beliefs that all students can learn.
- 1.4. Promote clear, consistent expectations that focus on a successful outcome for students.

2. ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

- 2.1. Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2. Perform Hastings and Prince Edward District School Board functions required by provincial legislation and board policy.
- 2.3. Provide advice to the Ministry of Education through the Ontario Public School Boards' Association (OPSBA) regarding regional and local implications of government policy recommendations.

3. ACCOUNTABILITY TO THE COMMUNITY

- 3.1. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy, goals and system plan that represent the interests of the entire district.
- 3.2. Establish processes that provide the community with opportunities for input.
- 3.3. Provide two way communications between Hastings and Prince Edward District School Board and School Councils.
- 3.4. Provide reports outlining district results in accordance with provincial policy.
- 3.5. Develop Board policies to conduct appeals and hearings in accordance with the *Education Act*, Regulations, and other appropriate statutes.
- 3.6. Model a culture that reflects the system Character Attributes.

4. POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

- 4.1. Develop policies that outline how the district will successfully function.

-
- 4.2. Ensure that all new policies have in place a purpose statement prior to development.
 - 4.3. Approve policy statements that meet the criteria identified by the district.
 - 4.4. Review Hastings and Prince Edward District School Board policies to ensure that they are current and reflect the desired impact and/or purpose.

5. DIRECTOR/BOARD RELATIONS

- 5.1. Select the Director of Education.
- 5.2. Provide the Director with a clear job description and corporate direction.
- 5.3. Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 5.4. Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's system plan as the basis for the evaluation.
- 5.5. At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the board in closed session.
- 5.6. Periodically review the compensation of the Director and senior staff.
- 5.7. Promote a positive working relationship with the Director of Education.

6. BOARD DEVELOPMENT

- 6.1. Annually or biannually evaluate Hastings and Prince Edward District School Board's effectiveness and performance.
- 6.2. Develop an annual plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues).
- 6.3. Use the expertise of the Director of Education, and other provincial organizations (Ontario Public School Boards' Association - OPSBA, Council of Ontario Directors of Education - CODE, Ontario Public Supervisory Officers' Association - OPSOA) to help develop and support the district's development plan.

7. SYSTEM PLANNING

- 7.1. Provide overall direction for Hastings and Prince Edward District School Board by establishing the Board mission and goals.
- 7.2. Annually set priorities with outcomes (system plan).
- 7.3. Annually approve the system plan in public session for district distribution.
- 7.4. Annually use the system plan to drive the budget process.
- 7.5. Annually evaluate the effectiveness of Hastings and Prince Edward District School Board in relation to the system plan.
- 7.6. Monitor progress of student achievement.

8. FISCAL RESPONSIBILITY

- 8.1. Develop a budget review process to help determine annual resource allocations. (Use the system plan and other provincial and local directions.)
- 8.2. Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3. Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 8.4. Have in place an audit committee to ensure that the district is compliant with the provincial audit regulations and that the district has in place appropriate accountability processes.
- 8.5. Ratify Memoranda of Agreements/Letters of Agreement with all employee groups.
- 8.6. Approve borrowing, both short and long-term, according to Board By-laws.

9. ADVOCACY AND COMMUNICATION

- 9.1. Annually develop a plan for district connections. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2. Annually develop a plan to ensure that the district is communicating with the community and beyond.

10. RECOGNITION

- 10.1. Ensure that Hastings and Prince Edward District School Board recognizes students and student achievement.
- 10.2. Ensure that Hastings and Prince Edward District School Board recognizes staff and staff achievements.
- 10.3. Ensure that Hastings and Prince Edward District School Board recognizes community members and volunteers.

11. ADDITIONAL RESPONSIBILITIES

The board also has the following responsibilities including, but not limited to:

1. Approval of school year calendars
2. Naming of educational facilities
3. Approval of tender selection for major building construction and modernization as per board procedure.
4. Approval of disposition of land and buildings
5. Approval of education development charges
6. Approval for the issuance of debentures
7. Designation of the “head” for Freedom of Information and Protection of Privacy
8. Involvement in principal interviews with final approval of placement into the administrative pool
9. Involvement in superintendent interviews, with final approval brought forward to Board.

Legal References:

Education Act, section 170 – 171 Duties and Powers of Boards

Board References:

- Board Policy Handbook
- Board Procedure 505 Purchasing
- Achievement in Motion System Plan

STANDING COMMITTEE

POLICY NO. 11- D	
Adopted	May 26, 2008
Last Revised	November 2014 January 27, 2014
Review Date	November 2014 January 2017

EXECUTIVE COMMITTEE

1. PURPOSE

The Executive Committee shall deal with special issues not specifically related to the mandates of the other standing committees.

2. POWERS AND DUTIES

- 2.1 The Executive Committee shall support, coordinate and monitor the overall achievement of the Board's major areas of responsibility as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee shall oversee the implementation of Board Policy No. 6 Delegation of Authority and Board Policy No. 7 Board Policy Development and Review to ensure that the appropriate distinction between the Board's responsibility to govern and the director of education's executive and administrative duties is maintained.
- 2.3 The Executive Committee will coordinate the development of the system plan, recommend appropriate Board and district support for the plan, and evaluate the overall achievement of the Achievement in Motion system plan.
- 2.4 The committee shall review and provide input on committee and Board agendas.
- 2.5 The committee shall review and provide input related to Board and district communications.
- 2.6 The committee shall review and provide input into matters related to the working relationship with the director of education, and into issues involving the administration of the district.

3. MEMBERSHIP

- 3.1 The Executive Committee shall be comprised of five members consisting of the chair, vice-chair, past chair and chairs of the Program and Human Resources Committee and the Operations and Finance Committee.
- 3.2 Where there is no past chair currently serving on the Board or where one of the members already holds more than one of the positions previously listed in 3.1, the fifth member of the Executive Committee shall be elected by the Board.
- 3.3 The chair of the Board shall preside at each meeting of the Executive Committee. In the chair's absence, the vice-chair shall preside at the meeting.

4. MEETINGS

- 4.1 The Executive Committee shall schedule meetings for the first Monday 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) Where the first 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.

Legal References:

Education Act, sections 170-171 Duties and Powers of Boards; section 283 Chief Executive Officer

Board References:

- 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. 7 - Board Policy Development and Review
- Achievement in Motion System Plan



BOARD POLICY NO. 12	
Adopted	March 26, 2007
Last Revised	November 2014 <u>January 27, 2014</u>
Review Date	November 2014 <u>January 2017</u>

EXTERNAL COMMITTEES AND TRUSTEE ADVOCACY

1. PURPOSE

Hastings and Prince Edward District School Board may from time to time appoint one or more of its members as representatives to organizations external to the Board.

The Board shall appoint members as representatives to the Ontario Public School Boards' Association. This annual appointment supports the Board's responsibility for political advocacy and communication in accordance with Board Policy No. 4 Corporate Board Job Description.

2. DEFINITIONS

OPSBA—The Ontario Public School Boards' Association represents public district school boards and public school authorities across Ontario, which together serve more than 1.2 million public elementary and secondary students ~~and more than a half-million adult learners~~. The Association advocates on behalf of the best interests and needs of the public school system in Ontario.

Advocacy—Advocacy means influencing government decision-making.

3. TRUSTEE ADVOCACY

3.1 The Board believes that communication with the Ontario government is an important activity to identify, discuss and find solutions to policy and financial issues to support student success.

3.2 Public education in Ontario has governance structures that enable open and ongoing communication between school boards and the provincial government. These structures include partnership tables, regular meetings, open forums and other means as determined by need.

3.3 Hastings and Prince Edward District School Board supports the role of the Ontario Public School Boards' Association (OPSBA) as the key advocacy partner in publicly-funded education. The Board is committed to maintaining membership in OPSBA and to electing a representative and alternate to participate on the OPSBA Board of Directors as described in section 3, Article IX of Board Policy No. 2 Governance By-Laws and Standing Rules.

4. STUDENTS AND SCHOOLS NOT USED

At no time will students be used to promote a political position for the Board or a school to the public, education partners or the government. Content intended to advocate support for a particular political position will not be placed with school materials such as report cards, annual reports and newsletters..

5. THE OPSBA REPRESENTATIVE

5.1 Purpose

The OPSBA representative shall serve as the Hastings and Prince Edward District School Board director on the Board of Directors of OPSBA to discuss issues of mutual interest and to influence government decision-making.

5.2 Powers and Duties

5.2.1 The OPSBA representative shall:

- a) attend OPSBA meetings;
- b) represent the Board's positions, interests and concerns at OPSBA;
- c) report to the Board on issues raised at OPSBA;
- d) work with OPSBA to make recommendations to the provincial government; and
- e) attend other OPSBA meetings, conferences, and seminars as appropriate, to represent the Board for the mutual benefit of OPSBA and the Board.

5.2.2 The OPSBA alternate representative shall:

- a) Perform duties as assigned by the OPSBA representative when he or she is unable to represent the Board at OPSBA events.

5.3 Membership

5.3.1 The Ontario Public School Boards' Association Board of Directors representative and alternate shall be elected at the June Board meeting in non-election years.

5.3.2 In an election year, the OPSBA Board of Directors representative and alternate shall be elected at the initial meeting of the Board.

5.3.3 Membership fees will be forwarded annually through the treasurer of the Board or as designated by the director of education.

5.4 Meetings

Meetings will be as called by the Ontario Public School Boards' Association.

6. REPRESENTATIVES TO OTHER ORGANIZATIONS

6.1 The Board may from time to time appoint one or more representatives to other organizations in the community at the request of those groups.

6.2 Representation to such organizations is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Board and other organizations.

6.3 Co-operative committees shall function within the terms of reference determined by each committee and approved by both organizations.

6.4 Membership dues and or fees for trustees to organizations other than OPSBA must be approved by the Board.

7. REPRESENTATION AT SPECIAL EVENTS

- 7.1 The Board may from time to time appoint one or more representatives to attend a special event or function on behalf of the Board.

Legal References:

- *Education Act, paragraph 171 (1) 17 Membership Fees*
- Ministry of Education Memorandum 2006: B15

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. 9 - Role of the Board Member

Resources:

The Ontario Public School Boards' Association Constitution and By-laws



Hastings and Prince Edward District School Board
Response to 7 Questions
Building the Next Phase in Ontario's Education Strategy
"Great to Excellent"

<p>Question 1 What are the skills, knowledge and characteristics students need to succeed after they have completed school, and how do we better support all learners in their development.</p>	<p><u>Primary</u></p> <ul style="list-style-type: none"> • Keep the basics of reading, writing and numeracy in the forefront. • Phonics, word attack skills, and context clues, etc. • Using pencil correctly for control, and neatness • Number concepts, addition, subtraction, multiplication and division concepts and skills <p><u>Junior</u></p> <ul style="list-style-type: none"> • Reading aloud and silently, analyzing and comprehending ideas • Cursive writing, paragraphs and grammar • Area, perimeter, fractions and introduction to interest and budgeting <p><u>Intermediate and secondary school</u></p> <ul style="list-style-type: none"> • reading and understanding of documents and insurance and policies, mortgage, loans, interest and budgeting
<p>Question 2 What does student well-being mean to you, and what is the role of the school in supporting it?</p>	<ul style="list-style-type: none"> • Well-being means children are happy to be working at school and studying • Teachers who show caring for each student and create differentiated opportunities to learn.
<p>Question 3 From your perspective, what further opportunities exist to close gaps and increase equity to support all children and students in reaching their full potential?</p>	<ul style="list-style-type: none"> • Teaching the use of Assistive technology to all students
<p>Question 4 How does the education system need to evolve as a result of changes to child care and the implementation of full-day kindergarten?</p>	<ul style="list-style-type: none"> • Across the curriculum opportunities to develop life skills with enthusiasm and creativity, building upon the skills achieved
<p>Question 5 What more can we all do to keep students engaged, foster their curiosity and creativity, and help them develop a love of life-long learning?</p>	<ul style="list-style-type: none"> • Encourage students to explore topics and create projects to demonstrate learning at each one's own level of expertise with encouragement to go further.

Question 6 How can we use technology more effectively in teaching and learning?	<ul style="list-style-type: none">• Teach dangers of and safe use of technology
Question 7 In summary, what are the various opportunities for partnership that can enhance the student experience, and how can they benefit parents, educators and our partners too?	<ul style="list-style-type: none">• Increase benefits for employers to participate in Co-op Education and Apprenticeship Programs in a variety of areas of business and industry.



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

**November 11, 2013 – 7:00 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
7:00 p.m.	Presentations: <ul style="list-style-type: none">• Naming of QSS Gym - L. Woodley, Principal, QSS Approval of agenda Approval of minutes: October 15, 2013 Business arising		T. Fitzgibbon
B	Recommendations		
	Naming of Quinte Secondary School Gym		T. Fitzgibbon
C	Information		
	OSBIE Insurance premiums	C-1	L. Miller
	Capital projects update	verbal	D. Tregenza
	Process for long-term capital planning	C-2	L. Miller
D	Correspondence		

Adjourn

Next regular meeting: January 13, 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, November 11, 2013 - 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 – October 15, 2013 Business arising from the minutes		
B	Recommendations		
	Textbook/Novel Approval	B-1	C. Portt
C	Information		
	Board Improvement Plan for Student Achievement Update	C-1	C. Portt/J. Rogers
	Revised Policies	C-2	M. Savery-Whiteway
	Trustee Proposals and Queries	Verbal	All
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, January 13, 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 November 18, 2013 – 7:00 p.m.
Gym, Stirling Public School, 107 St. James Street, Stirling

Section	Item	Report No.	Resp.
A	Call to order		
	Board prayer		S. Clements
	Delegations/presentations: +VG Architects		L. Miller
	Approval of agenda		
	Approval of minutes:		
	• Regular meeting of October 28, 2013	A-1	D. Inch
	Business arising from the minutes		
	Report from Committee of the Whole Board		
B	Recommendations		
	Report from Audit Committee		
	• 2012-2013 Audited Financial Statements	B-1	S. Clements
	Report from Operations and Finance Committee		
	• Naming of Quinte Secondary School Gym	B-2	B. Danes
	Report from Program and Human Resources Committee		
	• Textbook/Novel approval	B-3	T. FitzGibbon
	Report from Staff		
	• Trustee representation on committees	B-4	M. Savery-Whiteway
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		
	• 2014 Board Improvement Plan for Student Achievement	Verbal	C. Portt
	• Capital projects update	Verbal	L. Miller / D. Tregenza
	Questions, reports and proposals from trustees (including “notices of motion”)	Verbal	All
	• Notice of Motion: 2013-14 Board Policy Review	C-2	M. Savery-Whiteway
D	Correspondence		

Adjournment

Annual meeting: December 2, 2013 – 7:00 p.m.
Next regular meeting: January 27, 2014 – 7:00 p.m.