



# Hastings and Prince Edward District School Board

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

Director of Education: Kathy Soule

## NOTICE OF MEETING

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

**Monday, June 6, 2011**  
**at 2:30 p.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.

**Mary Hall**  
Vice-chair of the Executive Committee

**Kathy Soule**  
Director of Education  
Secretary of the Board

### **Committee Members:**

Sam Clements  
Dwayne Inch

Thelma Goodfellow

Mary Hall



# Hastings and Prince Edward District School Board

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

Director of Education: Kathy Soule

**Executive Committee  
PUBLIC AGENDA  
June 6, 2011  
immediately following closed session at 2:30 p.m.  
Board Committee Room**

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Delegations / presentations - none		
	Approval of agenda		
	Approval of the minutes: May 2, 2011	A-1	
	Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	Filling Vacancies on the Board	B-1	K. Soule / R. McGall
	Reports from staff		
	• Policy Review		
	○ Board Policy No. 3-A: Delegations and Presentations	B-2	K. Soule
<b>C</b>	<b>Information</b>		
	Selection of the chair	C-1	K. Soule
	Governance Training	Verbal	K. Soule
	Policy Review	Verbal	K. Soule
<b>D</b>	<b>Draft agenda review</b>		
	Operations and Finance Committee	D-1	D. Inch
	Program and Human Resources Committee	D-2	T. Goodfellow
	Public Board – special meeting	D-3	M. Hall
	Public Board – regular meeting	D-4	M. Hall
<b>E</b>	<b>Correspondence</b>		

**Adjournment**

**Next regular meeting: Tuesday, September 6, 2011**

*Membership*

*S. Clements, T. Goodfellow, M. Hall, D. Inch*



**- DRAFT -**  
**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**EXECUTIVE COMMITTEE**  
**PUBLIC MEETING MINUTES**  
Monday, May 2, 2011

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**Members present:** T. Goodfellow, M. Hall, D. Inch, and S. Clements

**Regrets:** C. Pitman

**Guests:** None

**Resource:** K. Soule, Director of Education and Superintendent Rob McGall.

**Minutes:** S. Cole, Secretary

Vice-chair Hall called the meeting to order at 1:53 p.m.

**Delegations/presentations**

None

**Approval of agenda**

**That the agenda be approved.**

Carried

**Approval of minutes**

**Moved:** D. Inch

**Seconded:** T. Goodfellow

**That the minutes of the meeting of April 4, 2011 be approved.**

It was noted that the approval of minutes motion of March 7, 2011 be revised to "as corrected".

Carried

**Business arising from the minutes**

None

**Recommendations**

**Policy Review**

**Board Policy No. 3-I Indemnification of Board Members**

**Moved:** T. Goodfellow

**Seconded:** D. Inch

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**That the Executive Committee recommend Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 3-I: Indemnification of Board Members, as contained in Executive Committee Report No. B-1a, dated May 2, 2011.**

Director Soule indicated that the above policy was brought forward to the Executive Committee last month. Clarification was sought from Trustees on section 2.2 of the policy. It was requested that this section be revised for a clearer understanding of trustee accident insurance while in the performance of duties.

The policy was referred back to Superintendent Rutherford for rewording. A revision to the clause was completed and is brought forward once again for consideration.

Questions were raised by Trustees and answered by Director Soule on examples of coverage for injuries or damage to persons while in performance of their duties as members of the Board.

Carried

It was requested that two copies of the policy be provided at meetings – one with revisions noted and a final copy without revisions noted.

**Board Policy No. 11-F: Student Enrolment/School Capacity Committee**

**Moved: T. Goodfellow  
Seconded: S. Clements**

**That the Executive Committee recommend Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 11-F: Student Enrolment/School Capacity Committee, as amended, in Executive Committee Report No. B-2, dated May 2, 2011.**

Director Soule reviewed sections of the revised policy with Trustees and indicated that the policy outlines the committee's role as it pertains to matters relating to school enrolments and school capacities. It also removes duplication of policy direction in Board Policy No. 15: Student Enrolment School Capacity which is the actual process to be followed for accommodation reviews.

A comment was raised that a statement be included reflecting the system plan - Achievement in Motion for Student Success. The Director advised a sentence will be added in reference to the AiM system plan under "Purpose" in the policy.

Carried

Director Soule informed Trustees of a conversation she had through CODE with the Deputy Minister regarding the language used by the Ministry. She noted the Ministry often requests Boards to develop policy where in actual fact the request should be for a procedural directive document. The Director advised that this 'mix of language' was brought forward for their consideration. Ministry representatives indicated they would consider the recommendation.

**Information**

**Governance Training Dates**

Director Soule advised that the governance training dates are scheduled for Monday, May 30<sup>th</sup> and Tuesday, June 7<sup>th</sup> at the Education Centre from 9:00 a.m. to 3:00 p.m. Further details will follow.

**Draft agenda review**

**Operations and Finance Committee**

- Reviewed the agenda
- Add Student Enrolment/School Capacity Policy Review
- Add Senior Administration Organization Structure
- Policy 3-C Student Representation on the Board

**Program and Human Resources Committee**

- Reviewed the agenda
- Add Student Enrolment/School Capacity Policy Review
- Add Senior Administration Organization Structure  
Policy 3-C Student Representation on the Board

Trustees were advised that a request was received from members of the Program and Human Resources Committee to change the start time of the meetings. Director Soule suggested that the policy be brought forward as an information item for the committee's consideration. It was noted that a start time is not noted in the policy.

**Public Board agenda**

- Reviewed the agenda
- Timed Item – Frink Centre report – change to 7:00 p.m.
- Time Item – ISP Report – change to 7:15 p.m.  
Report from Student Senate – remove “Amendment to Ontario Regulation 7/07 – Student Trustees” and add “Reports from Staff –Amendment to Board Policy No. 3-C Student Trustee Representation on the Board, re Ontario Regulation 7/07 - Student Trustees

**Correspondence**

None

**Adjournment**

The Executive Committee meeting adjourned at 2:25 pm.



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

**From:** Kathy Soule, Secretary of the Board  
Rob McGall, Superintendent Human Resources Services

**Re: Filling vacancies on the Board**

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**Purpose**

To seek approval of a process to fill the vacancy on the Board due to the recent passing of Chair Carl Pitman.

**Background**

According to Board Policy No. 3-H Filling Vacancies on the Board Section 2, the Board may either require the municipality to hold a by-election or appoint a qualified person to the position when a vacancy on the Board occurs. Board Policy No. 2 Governance By-Laws and Standing Rules Section 2: Vacancy in office – trustee, states, *“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.”*

**Current situation**

During the October 24, 2010 municipal elections, Carl Pitman was the only candidate running for the position School Board Trustee representing Centre Hastings and was therefore acclaimed to the position. Board Policy No. 3-H Filling Vacancies on the Board gives the Board options of either appointing a replacement or offering the position to a broader range of electors.

**Appendices**

Appendix A – Timelines for the Selection of Trustee Representative for Centre Hastings

**Recommendation**

Moved:

Seconded:

**That the Executive Committee recommend that Hastings and Prince Edward District School Board advertise in local media for a Trustee representative for Centre Hastings as defined in the *Education Act Part VII Section 221.1 Vacancies* and in accordance with the timelines outlined in Executive Committee Report B-1, Appendix A dated June 7, 2011.**

Respectfully submitted,

**Kathy Soule, Director  
Secretary of the Board**

**Rob McGall  
Superintendent Human Resources Services**



**Appendix A**

**Timelines for the Selection of Trustee Representative for Centre Hastings**

<b>Date</b>	<b>Action</b>
August 8 – 15, 2011	Advertise in local media for Centre Hastings Trustee
August 29, 2011	Executive Committee will prescreen, develop interview questions
September 6, 2011	Interview candidates
September 12, 2011	Special Board Meeting to select Centre Hastings Trustee

## BOARD OPERATIONS

POLICY NO. 3-A	
Adopted	October 23, 2006
Last Revised	<del>May 26, 2008</del> June 20, 2011
Review Date	<del>May, 2011</del> June 2014

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## DELEGATIONS AND PRESENTATIONS

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### 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 Form F003-1 Request for Delegations and Presentations 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.
- 3.7 The duration of any person's or delegation's presentation shall not be more than fifteen minutes in total.

## **Board Operations**

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- 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 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	<del>May 26, 2008</del> <u>June 20, 2011</u>
Review Date	<del>May, 2011</del> <u>June 2014</u>

**REQUEST FOR DELEGATIONS AND  
PRESENTATIONS**

Please provide the following information no later than ~~the end of business on the Tuesday before~~ five business days prior to 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

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

\_\_\_\_\_  
Signature of requesting person

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  
Phone: 613-966-1170 Ext. 2201 FAX: 613-962-1048

Date received: \_\_\_\_\_

**Revision Dates**



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

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

**From:** Kathy Soule, Director of Education and Secretary of the Board  
Rob McGall, Superintendent of Human Resources Services

**Re: Selection of the Chair**

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**Purpose**

To discuss the selection of the Chair of the Board for the period June 2011 to November 2011.

**Background**

The recent passing of Chair Carl Pitman, Trustee from Centre Hastings, has left the position of chair of the Board vacant. The next regular election for chair and vice-chair will occur December 5, 2011 at the Annual Board Meeting.

**Current situation**

During Chair Pitman's absence, Vice-chair Hall has led the Board according to Board Policy No.10 Duties of the Board chair and vice-chair, fulfilling the duties of the chair, assisting in the development of the Board meeting agenda.

Governance By-Laws and Standing Rules Section 3: Vacancy in office-chair, vice-chair, or chair of standing committee, states "*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.*"

**Appendices**

Board Policy No. 3-H Filling Vacancies on the Board

Respectfully submitted,

**Kathy Soule, Director  
Secretary of the Board**

**Rob McGall  
Superintendent of Human Resources Services**

## BOARD OPERATIONS

POLICY NO. 3-H	
Adopted	May 26, 2008
Last Revised	<del>May 26, 2008</del> June 2011
Review Date	May, 2011

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## FILLING VACANCIES ON THE BOARD

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### 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 ~~three~~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 ~~60~~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 Operations

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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 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 local 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 shall be interviewed.

- 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

- 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.

## **Board Operations**

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- 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 [60-90](#) day time period.
- 3.4.6 If a regular meeting of the Board will not be held until a time beyond 60 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



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## Operations and Finance Committee PUBLIC AGENDA

Regular meeting of  
June 13, 2011 – 7:00 p.m.  
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
6:45 p.m.	Delegations/presentations – Frink Centre Report (R. Votary, I. Boyd, P. Taylor)		T. Fitzgibbon
	Approval of agenda Approval of minutes – May 9, 2011 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	Borrowing resolution	B-1	D. Rutherford
	Annual Accessibility Plan	B-2	D. Tregenza
<b>C</b>	<b>Information</b>		
	Capital projects update (verbal report)		D. Tregenza
	Trustee expense reimbursement	C-1	D. Rutherford
	Operations and Finance meeting start time (discussion)		D. Rutherford
<b>D</b>	<b>Correspondence</b>		
	None		

**Next regular meeting: September 12, 2011**

**Committee Membership:** *M. Brant, S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Inch, Chair, D. Patterson, C. Meyette (student trustee)*



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## **DRAFT Program and Human Resources Committee PUBLIC AGENDA**

**Regular meeting of  
Monday, June 13, 2011 - 5:30 p.m.  
Board Committee Room, Education Centre**

<b>Section</b>	<b>Item</b>	<b>Report No.</b>	<b>Resp.</b>
<b>A</b>	<b>Call to order</b>		
<b>5:30 p.m.</b>	Delegations / presentations <b>Parent group: Trenton Adventure Class</b> Approval of agenda Approval of minutes – May 16, 2011 Business arising from the minutes	A-1	
<b>B</b>	<b>Recommendations</b>		
	Textbook/novel approval	B-1	T. FitzGibbon
	Special Education Plan	B-2	J. Rogers
	Start time of Program and Human Resources Committee meetings	B-3	R. McGall
<b>C</b>	<b>Information</b>		
<b>5:45 p.m.</b>	Instructional Technology Advisory Committee (ITAC)	C-1	M. Norton
<b>6:00 p.m.</b>	MISA Teacher Collaboration Project	C-2	M. Norton
<b>6:15 p.m.</b>	The Hastings and Prince Edward Learning Foundation	C-3	K. Soule M. deSnoo
<b>6:45 p.m.</b>	Frink Centre Report and Video	Verbal	T. FitzGibbon
<b>D</b>	<b>Correspondence - None</b>		

**Move into closed session**

**Next regular meeting: Monday, September 19, 2011**

**Committee members:** *Jennifer Cobb, Thelma Goodfellow, Chair, Lucille Kyle, Jim Williams, Vice-chair  
Emily Tetzlaff (Student Trustee)*



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## BOARD MEETING PUBLIC AGENDA Special meeting of June 7, 2011 – 3:00 p.m. Board Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Approval of agenda		M. Hall
<b>B</b>	<b>Recommendations</b>		
	Report from the Executive Committee		
	Replacement of the trustee representative from Centre Hastings	B-1	M. Hall
<b>C</b>	<b>Information</b>		
	Report from the Executive Committee		
	a) Position of Chair for the period June 2011 to November 2011	C-1	M. Hall
	b) Any subsequent vacancies that may occur as a result of item a)	Verbal	M. Hall
<b>D</b>	<b>Correspondence</b>		
	None		
	<b>Adjournment</b>		

**Next regular meeting: Monday, June 20, 2011 – 7:00 p.m.**

*Trustees*

*M. Brant, S. Clements, J. Cobb, T. Goodfellow, M. Hall (Vice-chair), D. Inch, L. Kyle, D. Patterson, J. Williams*



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## BOARD MEETING PUBLIC AGENDA Regular meeting of June 20, 2011 – 7:00 p.m. Board Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Board prayer		
	Election of the Board Chair		
	Delegations/presentations		
	1. Science and Technology recognition		
	2. Student Trustee recognition		
	3. <i>Great Place</i> awards		
	Approval of agenda		
	<b>15 minute recess</b>		
	Approval of minutes:		
	Regular Meeting - May 24, 2011	A-1	
	Special Meeting – June 7, 2011	A-2	
	Business arising from the minutes		
	Report from Committee of the Whole Board		
<b>B</b>	<b>Recommendations</b>		
	Report from Budget Committee		
	• 2011-2012 Budget	B-1	M. Hall
	Report from Executive Committee		
	• Board Policy No. 3-A: Delegations and Presentations	B-2	M. Hall
	Report from Operations and Finance		
	• Borrowing Resolution	B-3	D. Inch
	• Annual Accessibility Plan	B-4	D. Inch
	• Procurement approval authority	B-5	D. Inch
	Report from Program and Human Resources Committee		
	• Textbook/novel approval	B-6	T. Goodfellow
	• Special Education plan	B-7	T. Goodfellow
	• Start time of Program and Human Resources Committee meetings	B-8	T. Goodfellow
	Election of Ontario Public School Boards' Association (OPSBA) representative and alternate	Verbal	M. Hall
<b>C</b>	<b>Information</b>		
	Calendar of events	C-1	K. Soule
	Report from Vice chair	Verbal	M. Hall
	Report from Executive Committee	Verbal	M. Hall
	Report from Operations and Finance	Verbal	D. Inch
	Report from Program and Human Resources Committee	Verbal	T. Goodfellow
	Reports from staff		
	• Capital Projects report	C-2	D. Rutherford
	• Board and Committee Meeting Schedule 2011-2012	C-3	K. Soule
	Reports from Trustees – Board committees and events	Verbal	All
	Trustee proposals and queries	Verbal	All
<b>D</b>	<b>Correspondence</b>		
	Ministry of Education: Approval of 2010-2011 School Year Calendar	D-1	
	Condolence notes and cards		Handouts to be circulated

**Next regular meeting: September 26, 2011 – 7:00 p.m.**

*Trustees*

*M. Brant, S. Clements, J. Cobb, T. Goodfellow, M. Hall (Vice-chair), D. Inch, L. Kyle, D. Patterson, J. Williams*

*Student Trustees: Indigo Christ, Ally Martin*